

Youth and Family Ministry Part-Time Coordinator

Job Title: Youth and Family Ministry Part-Time Coordinator

Reports to: Pastor/Ministry Leader

Position Type: Part-Time (Approx. 20 hours per week)

Location: First Presbyterian Church of Levittown

Position Overview:

The Youth and Family Ministry Part-Time Coordinator is responsible for developing, coordinating, and implementing programs and activities that support the spiritual growth of children, youth and families at First Presbyterian Church of Levittown. This position works in partnership with church leadership to create a welcoming, dynamic environment where families can grow in faith, build community, and engage with God's Word. The Coordinator is expected to build relationships with youth, parents, and families, while fostering a supportive atmosphere where young people and their families can thrive spiritually. The person will work with a small team to support the ministry.

Key Responsibilities:

1. Youth Ministry Leadership:

- Plan, organize, and lead regular youth group meetings, Bible studies, and fellowship events for youth 1-12 grades.
- Organize and present lessons for children and youth grades 1-12 in new and inspiring "out of the box" ways.
- Develop age-appropriate discipleship and outreach programs that encourage spiritual growth, service, and community.
- Mentor and support youth leaders and volunteers, providing training and guidance as needed.
- Encourage and cultivate meaningful relationships between youth and church staff, leaders, and one another.

2. Family Ministry Engagement:

- Develop and implement programs and activities that foster family involvement and spiritual growth, including family Bible studies, events, and retreats.
- Partner with parents to equip them with tools and resources for nurturing faith at home.
- Facilitate family-focused worship services and other activities that create a welcoming environment for all generations.

3. Event Planning and Coordination:

- Organize special events, such as youth retreats, family nights, service projects, and holiday programs.
- Coordinate logistics for events, ensuring communication with volunteers, families, and church leadership.
- Help plan and promote youth and family-oriented church-wide events.

4. Communication and Collaboration:

- Maintain regular communication with youth and families through email, social media, and the church website.

- Provide updates on upcoming events, service opportunities, and other relevant information.
 - Collaborate with church staff and volunteers to ensure the success and alignment of youth and family programs with the church's mission.
- 5. Administrative Support:**
- Keep accurate records of youth attendance, participation, and engagement in activities.
 - Manage the budget for youth and family programs, ensuring responsible stewardship of church resources.
 - Assist with recruiting and training volunteers to support ministry initiatives.

Qualifications:

- A strong personal faith in Jesus Christ, with a heart for youth and family ministry.
- Experience working with children, youth and/or family ministries in a church setting is preferred.
- Strong communication skills, both written and verbal.
- Ability to work independently, as well as part of a team.
- Organizational and administrative skills with attention to detail.
- Ability to lead, mentor, and inspire others.
- Knowledge of Scripture and a passion for discipleship.

Personal Characteristics:

- Relational, approachable, and able to build rapport with youth, families, and volunteers.
- Energetic, self-motivated, and committed to helping others grow in their faith.
- Creative, flexible, and willing to adapt to the needs of the ministry.

Working Conditions:

- This position requires flexibility in hours, including evenings and weekends for Sunday School, events, meetings, and youth activities.
- Must be willing to undergo background checks as required by the church for child protection.

To Apply:

Please submit your resume, cover letter, and 3 references to Debbie Brucks, debbiebrucks1@gmail.com. The applications will be reviewed on a rolling basis.

First Presbyterian Church is an equal opportunity employer and seeks to hire individuals who are dedicated to fostering a supportive, inclusive, and Christ-centered community.