

# FLC Youth Coordinator

## Summary of Job Description:

- Support the spiritual development of the FLC youth (6th grade-12th grade) through the development and coordination of monthly programming focused on study, fellowship, and service
- Serve as the communication liaison between the FLC youth committee, FLC Council, and congregation
- Build relationship and rapport with FLC youth and their families

## Job Requirements:

- 15 hours (average) per week, flexible due to programming needs
- Fingerprinting clearance through DOJ
- Completion of some college coursework or relevant experience working with youth
- Availability during some weekends
- Attendance of FLC Sunday worship services 1-2 times per month

## Job Duties/Tasks:

- Coordinate 1 service and 1 fellowship event for youth per month
  - Secure sufficient additional chaperone support
  - Manage RSVPs/ attendance
  - Book location and resources when necessary
  - Follow up with families
  - Create flyer/promote events with adequate notification (2 or more weeks)
  - Attend nearly all youth events
- Create and distribute a monthly newsletter highlighting youth events
  - Share newsletter electronically with office staff for distribution/inclusion in weekly announcements (due the Tuesday of the last week of the month)
  - Share pdf directly with rostered families of youth (last week of the month)
- Provide written quarterly reports to the FLC Council on youth activities
- Manage the youth budget
  - Provide documentation/receipts for reimbursement
  - Keep expenses within allocated budget
  - Approach other groups within the church for financial support when needed
  - Conduct fundraising efforts to support youth related activities/projects

## Long Term Goals of the position

- Build a program with a consistent average attendance of 5 or more youth
- Create a youth-centered small group ministry that meets monthly to support the spiritual development of youth (bible study, book club, video series, etc.)
- Increase the position to 20 hours (or more should need and funding support) to allow for additional programming opportunities which may include
  - Weekly or biweekly small groups
  - Increased programming (more frequent events)
  - Organize and attend annual week long service projects either within US or abroad

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### Hourly Breakdown (15 hours/week ~ 65 hours per month)

(15 hours x 52 weeks) /12 months

Monthly Activity/Task	Approx. Hours
attend 2 worship services, monthly	4
plan/attend Sunday morning youth activity	4
planning 1 service event	3
attend service event	4
planning 1 fellowship event	3
attend fellowship event	4
planning small group (study)	3
attend 1 youth small group (study)	2
curriculum/resource review	2
creation/distribution of newsletter/flyers	3
phone calls, meetings	8
driving	6
budgets/reports	2
other	17
<b>TOTAL</b>	<b>65</b>