

# Highland Community Church

## Job Description for a Youth Leader

Starting Date: As soon as possible

The Highland Community Church Youth Leader will give attention to the following values HCC has for youth ministry:

- that our youth have a place to grow in their *spiritual formation*;
- that our youth continue to be integrated *intergenerationally* at HCC;
- that our youth receive *one-to-one mentoring*;
- that we *reach out* into the community.

**Hours:** Approximately 26 per week

**Pay rate:** TBD, will depend on experience and education

### Qualifications:

#### 1. Qualities:

- a. A wholehearted follower of Jesus, who is/is willing to become a committed participant within Highland's church family.
- a. People-oriented, with kindness and compassion clearly in evidence. Gracious, patient, pleasant, and competent in relating to people from all walks of life – whether on the phone, via email, or in person.
- b. Knowledgeable about Highland Community Church and able to communicate to anyone the spirit and vision of the church.
- c. Flexible and adaptable, able to choose appropriate priorities and respond to immediate needs within the context of the week-to-week schedule. Able to shift gears from 'coordinator' to 'support' to 'leader' to 'follower' as required by various ministry situations.
- d. Mature and discerning – consummately trustworthy, able to maintain confidences and guard confidential information, sensitive to the culture of the church community.

#### 2. Skills & Experience:

- a. Strong aptitude for teamwork, listening, and administration.
- b. Strong communication skills – both verbal and written.
- c. Competent in articulating a theology of faith formation that demonstrates a solid grasp of historic traditions and contemporary issues. More specifically, a familiarity with the riches of various Christian traditions and an ability to employ those practices in appropriate ways is an asset.

- d. Evidence of learning from living: as a church member; in a youth group; as a family member, team member or employee; in service and in a mentoring relationship.
- e. Evidence of the impact education has had (and continues to have) on your life.
- f. Goals/Aspirations for your life, and for your work in this role.
- g. Certifications (can be achieved after starting in role, and will be funded by Highland)
  - i. First aid certificate
  - ii. Food Safe certification
  - iii. Mental health first aid certification

## **Youth Leader Responsibilities:**

Relating to the living God, accepting and caring for others, and cooperating with God's work in the world are core values for Highland Community Church. The Youth Leader is responsible for modeling and supporting those values of spiritual formation, hospitality and service in the following ways:

- 1. Attend and lead weekly youth meetings, including:**
  - games nights, service activities, teaching/study evenings
  - Meet with each HCC young people one-to-one throughout the year to develop relationships and to keep communication open
  - Attend events that HCC young people participate in when possible (basketball games, chess tournaments, art shows etc.)
  - attend joint youth events with other groups as appropriate
- 2. Work with the Highland Ministry Coordinator and Youth Leadership Team to plan/administrate youth related activities including:**
  - coordinate Youth Leadership Team meetings
  - correspondence with youth families regarding youth updates and events (e.g. emailing parents/caregivers or hosting meetings for consultation with/feedback from parents/caregivers)
  - organize guest speakers
  - maintain accurate and accessible records (e.g. release forms, volunteer criminal record checks, etc.)
  - provide a written report for Highland's annual congregational meeting.
  - plan an annual youth retreat
- 3. Develop and coordinate healthy adult relationships:**
  - pray for Highland youth and their families

- recruit and train volunteer youth leaders (e.g. Highlanders or CBC students)
- Coordinate mentoring relationships for each HCC young person who desires or requests a mentor
- facilitate and coordinate youth involvement in Sunday services
- work with the Pastoral Elder in the faith formation of youth through The Way
- work with the Pastoral Elder regarding pastoral visits with youth and their families

*Candidates will be required to provide a clean criminal record check and three references from different areas of life (for example: education, work, church, coach, etc.)*