

Northern Kentucky Youth Group Coordinator  
\$20,000; Part-time



**Reports to:** Lakeside Presbyterian Pastors with additional oversight, guidance, and assignments from the Northern Kentucky Youth Group Executive Committee

**Status:** Part-time, salaried, approximately 15 hours per week

**Pay rate:** \$20,000/year

**FLSA:** Non-Exempt

### **Job Summary**

The Coordinator of the new Northern Kentucky Presbyterian Youth Group develops, promotes, and implements activities for youth in grades 5-12 and builds healthy relationships with the youth that model a Christ-centered life and reflect encouragement and love for the youth as they grow in maturity and faith. They work to connect participating congregations to create unified youth ministry, working closely with participating congregations to live out the Presbyterian mission to worship, learn, and serve.

### **Essential Functions**

- Builds relationships with youth in ways that help foster faith development, spiritual maturity, and community.
- Serves as the youth coordinator for all middle school and high school youth including, but not limited to, regular youth group gatherings, occasional retreats, and educational activities throughout the year. This includes regular communication with youth, parents, and congregation concerning youth ministry activities.
- Seeks to manage and expand youth ministries, including being an occasional, visible presence in participating congregations (i.e. developing youth Sunday morning worship leadership, attending congregation specific youth events).
- Manages administratively youth fundraising, scheduling volunteers, making sure the NKY Youth Group volunteers are in compliance with the appropriate Child Protection Policy.
- Assists in managing organization and budgeting of youth summer trips (Mission Trips and Montreat Youth Conference Trips) in conjunction with the Presbytery of Cincinnati Youth Council.
- Participates as an ad hoc member of the NKY Youth Group Committee attending regular meetings as well as staff meetings as required.
- Recruits and equips adult volunteers from participating congregations to regularly help with youth group activities. Encourages and recruits congregation members to participate as leaders and mentors in the youth ministries.
- Is in direct contact with the Presbytery of Cincinnati Youth Council and its moderator in order to participate in and coordinate with larger Presbytery youth events.
- Seeks to deepen the discipleship of our faith communities.

### **Minimum Qualifications**

- Mature and active faith commitment to Jesus Christ with love for the church and appreciation for Presbyterian tradition and reformed worship
- Must respect God's love for all people and embrace diversity, whether of race, gender identification, sexual orientation, culture, neurodiversity, or other
- Excellent interpersonal skills
- Budget management skills
- Demonstrated leadership in project completion
- Computer literate
- Experience either as a participant or as a leader in active youth settings
- Working towards or completed a Bachelor's Degree preferred
- Able to pass sexual misconduct background checks and willing to submit to background check and drug testing
- Valid driver's license, auto insurance, and reliable transportation.

### **Core Competencies**

- **Ethics and Values:** Honors the core values and beliefs of the Presbyterian Church USA in choice of behaviors, consistently embodies appropriate behavioral choices in both stressful and non-stressful situations, practices the behaviors advocated to others, able to maintain confidentiality appropriately.
- **Team Building Skills:** Guides leaders and participants in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of the youth ministry. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction, and goals for the ministry.
- **Time Management:** Works hard and is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; plans and organizes appropriately for church, staff, and congregation schedules; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities.
- **Verbal and Written Communication:** Is able to deliver a message clearly, whether spoken or written; demonstrates communication styles appropriate to the situation at hand; employs correct grammar, punctuation, and patterns of speech.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

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