

# Youth Ministry Director

*Full Time*



## **Position Description:**

The Youth Director serves under the direction of the Board of Education, coordinating and implementing its goals and directives for children's, youth, and family faith formation. Working collaboratively with the pastor(s), Board of Education, staff, and designated committees, the Youth Director will nurture lifelong faith development from early childhood through high school with curriculum, worship, events, intergenerational ministry, and volunteer leadership.

## **Key Responsibilities:**

### **Volunteer Leadership & Support**

- Recruit, train, equip, and support volunteers for pre-school, elementary, middle school, high school, and family ministry programming.
- Provide resources, guidance, and encouragement to volunteers serving in teaching and leadership roles.
- Foster a positive, sustainable volunteer culture grounded in faith formation and hospitality.

### **Curriculum & Faith Formation**

- Select, plan, and implement age-appropriate curriculum for pre-school, elementary, middle school, and high school education programs.
- Submit all proposed curricula to the Board of Education for approval.
- Coordinate milestone ministries, including First Communion, 3rd Grade Bible presentation, and Confirmation.
- Provide opportunities for intergenerational and family faith development through programs, worship, and events.

### **Youth Ministry & Continuing Faith Development**

- Plan and lead programs, processes, and events that foster ongoing faith development for middle and high school youth.
- Coordinate special events, retreats, service opportunities, and participation in church-wide events.
- Encourage continued involvement in youth ministry and congregational life beyond Confirmation.

### **Confirmation Ministry**

- Collaborate with pastor(s), parents, and the Confirmation Committee to define and implement the Confirmation program.
- Assist students with Faith Statements, stoles, Luther seals, memory work, and related requirements.
- Coordinate student participation tracking and volunteer involvement.
- Plan and lead Confirmation Sunday worship service and reception.
- Coordinate and implement the Faith Mentor Program, fostering intergenerational relationships within the congregation.

### **Children's, Family & Wednesday Night Programming**

- Collaborate with pastor(s) and others to plan Wednesday night worship services.
- Coordinate youth and children as worship assistants in collaboration with appropriate staff.

- Coordinate with the Wednesday cook to post the weekly menu and arrange the kitchen duty schedule.

### **Summer Programming & Camp Ministry**

- Plan and implement summer programming opportunities, including Vacation Bible School (multi-day or periodic formats).
- Coordinate and promote camp opportunities through Lutherans Outdoors and other ELCA-related programs.

### **High School Senior Programs**

- Coordinate the senior scholarship program in conjunction with the Board of Education.
- Plan and lead Senior Sunday for graduating youth.

### **National ELCA Youth Gathering**

- Organize and coordinate youth participation in the National ELCA Youth Gathering, including fundraising, logistics, and communication with families.

### **Communication**

- Create and provide content for children's, youth, and family ministry in the church newsletter, weekly emails, social media, and other communication platforms.
- Maintain consistent communication with families, youth, volunteers, staff, and Board of Education members.
- Report program plans, attendance, and participation metrics to the Board of Education.

### **General Administration & Leadership**

- Attend church staff meetings as needed to support ministry programs.
- Attend and participate in Board of Education and related committee meetings as required.
- Participate in South Dakota Synod and ELCA networks related to children, youth, and family ministry.
- Assist office staff with welcoming visitors and answering phone calls when working in the office.
- Perform other duties as assigned in support of the congregation's mission.

### **Qualifications:**

- Experience in children's, youth, and/or family ministry, education, or a related field.
- Strong organizational, leadership, and volunteer management skills.
- Ability to recruit, train, and support volunteers across multiple age groups.
- Commitment to Lutheran theology and faith development.
- Excellent written and verbal communication skills across digital and print platforms.
- Ability to work collaboratively with staff, volunteers, parents, and church leadership.