

**HOPE LUTHERAN CHURCH
ASSISTANT DIRECTOR OF YOUTH MINISTRIES
JOB DESCRIPTION**

**To apply, email your resume and cover letter to info@hopelutheran-aflc.com
or mail it to:**

Youth Director, Hope Lutheran Church, 5200 Emerson Avenue North, Minneapolis, MN 55430

This is more than just a simple job description. It is a unique tool designed to help the assistant director of youth ministries understand his or her role here at Hope Lutheran Church. By understanding one's working relationship within the congregation, one becomes empowered to excel, motivated to achieve, and protected from unfair criticism.

Basic Summary: The assistant director of youth ministries position is primarily a supportive position designed to help aid the director of youth ministries accomplish her mission. This position requires the assistant to be flexible enough to accept and complete jobs that can and will possibly vary from week to week. The assistant will also at times be expected to take the lead role periodically in retreats and events.

Basic Functions:

- Carry out the vision for Hope's youth ministry
- Lead the lay leadership by example in supporting the director of youth ministries
- Help maintain positive existing programs
- Help plan and implement youth events and retreats throughout the year
- Actively be involved in prayer, Bible study, personal training, accountability, mentoring, and communication enrichment
- Attend AFLC sponsored meetings for youth leaders as time allows
- Consistently use continuing education for both personal and professional growth that would enhance the youth ministry

Qualification Requirements

Education:

Required- high-school education

Recommended- 2 year post high-school degree (preferably within an area of expertise concerning youth work)

Licensing/Registrations/Certifications:

Required- valid Minnesota driver's license, absolutely no criminal history of child abuse or endangerment

Recommended- CPR certified

Experience:

Required- 1 year volunteer work within a Christian youth oriented organization

Recommended- 3 years volunteer work in a youth oriented organization, 1-2 year part time paid position

Skills/Knowledge/Abilities:

Required- mature Christian of at least 3 years that displays a living relationship with Jesus, a passion for youth work, a team player, a servant's heart, along with having good communication skills, being able to build relationships, organized, and self-motivated

Recommended- extensive leadership training, extensive volunteer building skills, well read in various forms of youth work, possess a strong knowledge of Luther's Small Catechism

Technical Skills:

Required- ability to use basic word processing and e-mail, ability in preparing lessons from the Bible geared toward the youth

Recommended- proficiency in Microsoft Word, PowerPoint, and Publisher, ability to use the youth sound system that includes but is not limited to the sound board, speakers, amplifier, etc, ability to type at least 50 words per minute

Physical Skills:

Required- being physically fit enough to attend youth retreats with a minimum of sleep, being able to drive a vehicle with no major restrictions

Hours and Availability:

It is required that you will work between 12 and 20 hours per week. On the average your work week should be 20 hours. You will be required to attend some (the exact amount will be determined by the youth director) weekend retreats over the year. As with all youth work, there will be times when you will not have everything completed that needs done. You must have the ability to self regulate your time and avoid over committing yourself to the church. No extra hours will be paid unless first cleared through your immediate supervisor.