

Job Title: Assistant Tween and Youth Director

Reports to: Youth and Tween Director

Class: 25-32 hours

Position purpose Work with the youth director, youth administrative assistant, church staff and volunteers to ensure smooth operation of FUMC's tween ministry.

Essential Duties and Responsibilities

The duties and responsibilities include but are not limited to:

- 1) Assist with leadership of all tween ministry groups and classes as determined in consultation with the tween director.
- 2) Work with program ministry administrative assistant to make certain all administrative needs are being met.
- 3) Serve as an ex-officio member of the children and tween leadership team to guide and support the group's leadership functions.
- 4) Assist with planning for various youth groups and activities to assure integration of the total tween program.
- 5) Help recruit and develop adult volunteers for all aspects of tween ministry.
- 6) Maintain effective communication with tween and youth director, program administrative assistant and student assistants to ensure a team approach.
- 7) Aid in the development and procurement of meaningful resources for the spiritual development of tweens.
- 8) Offer compassionate and caring response to tween and their families in need.
- 9) Seek and complete continuing education opportunities designed to enhance knowledge and expand skills associated with this position.

Job Qualifications

- 1) Demonstrate a passion for youth and possess the ability to work well with them.
- 2) Possess the ability to work concurrently on several projects and activities
- 3) Display strong skills in leading both small and large groups of tweens and adults.
- 4) Have excellent organizational, people and communication skills and the ability to utilize those skills to coordinate and motivate volunteers.
- 5) Shows commitment to the values, mission and vision of First United Methodist Church.
- 6) Prior experience working with tweens in a church setting