



Mount Tamalpais Church

A Reconciling United Methodist Congregation
410 Sycamore Avenue, Mill Valley, CA 94941
(415)388.4456 www.mtumc.org

Director of Youth Programs Wanted!

Job Description

The Director of Youth Programs is responsible for programs with youth, 5th-12th grades. This includes the development and implementation of specific programs targeting middle school youth and high school youth, working with families through events and programs and overseeing activities that involve youth 5-12 grades. This position reports to the pastor. This is a part-time, 10-12 hours per week position, with significant flexibility and potential for growth. Salary range is \$12,000-\$14,500 per year based on experience.

Key responsibilities:

- *Facilitate the program for middle school youth and high school youth, focusing on social justice, service and character building as the foundation of the program and consistent with the mission and values of the church. The program may include and not be limited to: regular youth classes and gatherings, special outreach efforts, building partnerships with people of all ages in the congregation and community, mission trips, social justice work, and ministry in the community.
- *Be a positive role model.
- *Develop and maintain active and appropriate relationships with youth, including availability on social media and an active interest in the lives of youth outside the church.
- *Work collaboratively with the Pastor, staff members and families on education, social events, all-church events and occasional worship services.

Other responsibilities:

- *Become well acquainted with youth and their families, welcoming newcomers to introduce to the program, getting contact information, and following up as needed
- *Oversight of the supplies in the youth areas and insuring their sufficiency
- *Regular contact with the Pastor for planning and evaluation of program
- *Attend relevant church meetings.
- *Be supportive of the United Methodist Church and Mt. Tamalpais UMC.
- *Support and implement the Safe Sanctuary policy.
- *Communications:
 - Regular communications to youth and parents using social media and email.
 - Contribute an article to the bi-monthly church newsletter, Ridgelines;

Required and Desired Qualifications:

BA degree and/or at least four years of experience as a youth worker
Minimum age: 22 years (Safe Sanctuary requirement)
A person of Christian faith passionate about enhancing and changing the lives of youth.
A demonstrated interest / history in working with youth, at camps, schools, churches, etc
Strong organizational and communication skills.
Able to engage youth and form social connections
A team player, able to work collaboratively, creatively and honestly.
A sense of humor
Comfortable speaking in public and using social media and current technology
Licensed driver who passes the Safe Sanctuary guidelines

For Further Questions or to Apply:

Please send email and resume to Tricia Wiig at mtumc@pacbell.net

Ministry Team:

Lead Pastor
Kim A. Smith

Children & Family Ministries
Office Manager
Tricia Wiig

Youth Ministries
Coming Soon!

Music Director
Hyunjung Choi

Facilities Manager
David Erskine
(415)710.3563