

## *Center for Spiritual Living*

### Job Description

**Title: Youth and Family Ministries – Teen Coordinator - part time \$250/month stipend position**

I. Reports To: Manager of Youth and Family Ministries      Date: Dec.10, 2014

**Job Summary:** Help provide support for the Center for Spiritual Living congregation in providing programs for teens and their families in their pursuit of living from Spirit.

#### **I. Essential Functions**

1. Work, in conjunction with Manager of Youth and Family Ministries and volunteer advisors to create age appropriate, spiritually based curriculum for middle school & high school youth, held on Sundays. Must be able to work on Sundays, at least 3 out of 4 per month.
2. Lead RADIANCE Teen Group in collaboration with Volunteer Teen Advisors on Sundays, acting as advisor, mentor, facilitator, spiritual companion to group of 15-30 teens.
3. Coordinate and help plan other teen activities, including social events, service projects, teen local and regional camp participation, and fund raising activities.
4. Help guide and mentor the Teen Leadership Council.
5. Help recruit, train & schedule volunteers in connection with YFM Manager, for middle school and high school programs.
6. Maintain a positive and collaborative relationship with staff, families and volunteers.
7. Act as Liaison for local Youth and Family Ministries teen programs and regional/national leadership and events.
8. Collaborate with Manager of Youth and Family Ministries to assist with children & family centered events including: Easter and Winter Holiday Family Programs.
9. Provide Manager of Youth and Family Ministries with ongoing information pertaining to Middle School and Teen Programs.
10. Maintain a high standard of quality, safety and joy in the presentation of all programs as well as classroom environments.
11. Lead a team of Camp Advisors in planning and executing annual Seabeck Family Camp program for Teens during the summer.

#### **II. Other Functions**

1. Perform other administrative and leadership duties as requested by Manager to support periodic overnights, special events and camps for teens.
2. Participate in staff meetings as requested.
3. Work cooperatively with all staff members, ministers and congregants.

#### **III. Qualifications-Required**

1. BA or equivalent
2. Two years serving in a volunteer or staff position working with teens
3. Ability to connect with teens in a fun, playful, respectful way, while still remaining the “adult in charge”
4. Completion of Beyond Limits or Foundations, Spiritual Practice and Self-Mastery Classes
5. First Aid/ CPR certification (or to be acquired within 30 days of hire)
6. Completed clear Criminal Background check

#### **IV. Qualifications -Preferred**

1. Practitioner or Ministerial License or internship heading toward Youth Ministry focus
2. Two years coordination, recruiting and working with Volunteers
3. One year experience teaching/facilitating in a spiritually based program such as our ministry
4. Some experience in working with children 2-18 years of age, since our program ages work together as well
5. Completion of additional Science of Mind classes
6. Training in Nurtured Heart Approach

*Any equivalent combination of experience and training that provides the knowledge/skills and abilities will be considered.*

#### **V. Knowledge/Skills/Abilities**

1. Have a deep commitment to the well-being of all youth
2. Strong facilitation, communication, and listening skills
3. Good computer skills and strong working knowledge of MS Windows, Excel
4. Highly organized, self-motivated and reliable
5. Team player attitude
6. Demonstrated ability to work successfully with substantial degree of independence
7. High integrity and reliability
8. Able to maintain confidentiality
9. Excellent decision-making skills

#### **VI. Working Conditions**

Need for flexibility and multi-tasking

Working with teens, volunteers, parents and staff

Work schedule: TBA (3-5 hours per week on average Sundays and planning meetings; additional hours during camp and overnights)

**Evening work may be required**

Youth camps full week working and extra hours planning ahead of time

#### **VII. Compensation Package**

\$250/ month stipend; plus additional stipend TBD and room and board for summer camp

**Contact Deanna Freeman, RScP, Manger Youth & Family Ministries to apply:**

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