



A P C (U S A) C O N G R E G A T I O N

Job Description

Title:	Youth Event Coordinator
Job Status:	Part-Time, 10-15 hours per month
Reports to:	Pastor of Cross Roads Church
Accountability to:	Christian Education & Youth Ministry
Compensation:	Stipend of \$200/month
Purpose:	Cross Roads Church seeks to be intentionally intergenerational in its life and ministries as we experience and share God's love together. To this end, the purpose of the Youth Event Coordinator position is to create engagement and connection with children and youth of different ages at Cross Roads Church, as well as their families, through regular events and outings.

Essential Functions and Duties:

- Organize, advertise, and lead events at least monthly that are both fun and meaningful for children, youth, and families. Events will be varied in nature and could include, but are not limited to, such things as retreats, mission trips, service opportunities, and fun outings (e.g., bowling, mini golf, etc.). Some events will be targeted towards certain age groups, or to families, and other events will be intergenerational in nature.
- Advertise and communicate about upcoming events with youth and families through bulletin announcements, e-blasts, and newsletters, as well as through personal communications by email, social media, and phone.
- Make arrangements for transportation for participants where needed.
- Invite and include, where possible, children and youth from community partner organizations at Cross Roads Church in order to foster cross-cultural fellowship and inclusion.
- Meet regularly with the pastor and with the Youth Event Advisory Team to plan events, discuss needs, and share ideas.
- Be an ambassador for Cross Roads Church and its mission and vision in interactions with others, and be a positive influence for the faith development of young people participating in events.
- Must be flexible with availability
 - Schedules may vary depending upon activities and meetings. Some evenings and weekends will be required.
 - Must be able to provide own transportation to and from events.

Knowledge, Skills, and Abilities:

- Faith commitment to Jesus Christ and serving others.
- Passion and comfort level working with children, youth, and adults of all ages.
- Creativity and fun loving spirit, along with a desire to share the Christian faith with others.
- Strong organizational and communication skills required to encourage wide participation and ensure successful events.
- Strong cross-cultural literacy for engaging with children and youth from a variety of backgrounds and cultures.
- Ability to maintain healthy and appropriate boundaries when working with children, abiding by the Cross Roads Church Child Safety Policies and Procedures.
- Strong verbal and written skills required as well as ability to engage through social media.
- Ability to work both independently and within a team structure.

Physical Requirements:

- Must be able to travel to and participate in a wide variety of physical activities, depending on the demands of a particular event.
- Able to participate in occasional overnight events on or off campus.