



March 6, 2025

YOUTH MINISTRIES ASSISTANT

TITLE:	Youth Ministries Assistant
PURPOSE:	To provide vision and leadership for the Youth Ministries of Bidwell Memorial Presbyterian Church.
SUPERVISION:	The Youth Ministries Assistant shall be under the direct supervision of the Youth Director and responsible to the Session through Personnel and the Youth Ministry Support Team.
STATUS:	This is a part-time hourly position without benefits (except sick pay). (20 HOURS PER WEEK)
EVALUATION:	An annual performance evaluation will be conducted by the Youth Director in cooperation with the Personnel Committee and the Youth Ministry Support Team.

REQUIRED QUALIFICATIONS:

- Administrative and organizational skills, such as planning, scheduling, project management, and event coordination.
- Possess excellent relational skills with the ability to build in-depth relationships with youth, adult volunteers, and parents.
- Meet all screening background checks as required by church policy.
- A commitment to Jesus Christ as Lord and Savior.

DESIRED QUALIFICATIONS:

- Computer competency and ability to utilize modern communication technology such as PowerPoint, social media, etc., to best communicate with students, parents, and volunteers.
- A passion for youth ministry demonstrated by previous experience.

RESPONSIBILITIES:

- Desire and willingness to serve and function as an integral member of the youth staff team and a positive support and advocate for BPC and the BPC staff.
- Ability to coordinate volunteers.
- Encouraging ability to interact with the parents of students.

RESPONSIBILITIES UNDER DIRECT SUPERVISION OF THE YOUTH DIRECTOR:

- Assist with mid-week outreach programs for Junior and Senior High
- Assist with Sunday morning class for either Junior or Senior High.
- Help plan and facilitate special events, i.e., camps, retreats, mission trips, etc.
- Assist with small group Bible Study and fellowship.
- Help recruit and support volunteers.
- Lead Midweek/Sundays as needed.
- Other duties as assigned.

ADDITIONAL RESPONSIBILITIES:

- Always maintain confidentiality.
- Be supportive of the church and the church staff with all contacts with the church. Membership and the public.
- Be an advocate for youth within the congregation and community.
- Actively maintain relationships with kids from youth ministry in a small group or regular contact work.
- Prayerful agreement with the Bidwell Memorial Presbyterian Church Mission and Vision Statement and Core Values as stated on our website.

Also, the Youth Ministry Assistant Position physical/educational requirements are as follows:

- a. Free to travel regarding youth camps and other special events.
- b. Sit while traveling in cars, buses, or planes.
- c. To walk/hike long distances.
- d. To assist with camp set-ups, setting up tents, etc.
- e. To travel and be with youth groups activities for days, a week at a time.
- f. Youth Asst. Would ideally have some college credits.
- g. Ability to lift 50 lbs., sit or stand for long periods of time.
- h. Meet with students offsite, run errands associated with youth activities.