Assistant Director of Children & Youth Ministries

ST. SIMONS PRESBYTERIAN CHURCH

"We are a people who celebrate God, follow Jesus Christ, and are led by the Holy Spirit in mission, service, and love."

Purpose and Description

The Assistant Director of Children & Youth Ministries partners with the Director to implement the church's ministry with children, youth, and their families (birth through grade 12). Reporting directly to the Director, this position serves as the staff leader for middle and high school ministry while assisting in the implementation of children's ministry and department-wide initiatives.

The Assistant Director is responsible for building meaningful relationships with students and their families, leading weekly youth programming, coordinating retreats and mission experiences, supporting Confirmation, and helping create a welcoming, Christ-centered environment where children and youth are encouraged to grow in faith and discipleship.

Work Schedule and Reporting Relationships

This is a full-time position (35 hrs/wk) requiring a flexible schedule that includes evenings, weekends, retreats, mission trips, and other ministry events. Part-time availability could be considered under the right circumstances.

The Assistant Director reports directly to the Director of Children & Youth Ministries and works collaboratively with pastors, staff, volunteers, and committees in support of the church's mission.

Essential Responsibilities

Youth Ministry Leadership

- Serve as the staff leader for ministries serving middle and high school students.
- Assist in planning weekly youth programming, including Sunday evening Youth Group, Bible studies, fellowship events, and service opportunities. Provides hands-on leadership and coordination of these programs on a daily basis.
- Assist in developing engaging, Christ-centered teaching and discipleship opportunities appropriate for students in grades 6–12 and provides hands-on leadership and delivery of these programs.
- Foster a welcoming environment where every student is known, valued, and encouraged to grow in faith.
- Recruit, train, schedule, and encourage volunteer youth advisors.
- Encourage youth participation in worship, mission, leadership, and the broader life of the congregation.
- Build meaningful relationships with youth and their families through regular communication, presence, encouragement, and pastoral care.

Retreats, Mission Trips, and Special Events

- Serve as the primary coordinator and leader for youth retreats, Montreat, mission trips, conferences, and other off-campus ministry experiences.

- Coordinate logistics including registration, transportation, lodging, fundraising, communication, volunteer chaperones, and event planning.
- Prepare students and families before trips and provide follow-up opportunities for reflection, celebration, and continued discipleship.
- Assist in planning and implementing church-wide events involving children and youth, including Vacation Bible School, Fall Festival, Live Nativity, and other seasonal events.

Shared Children's Ministry

- Assist the Director with Sunday School, Wednesday programming, Vacation Bible School, seasonal events, and other children's ministry activities.
- Teach and lead children's programming as assigned.
- Assist in recruiting, equipping, and encouraging volunteers serving in children's ministry.
- Help create a smooth transition for students moving from children's ministry into youth ministry.

Confirmation Support

- Assist the Director and pastors in the implementation of the annual Confirmation program.
- Mentor confirmands through small groups, retreats, worship participation, and service opportunities.
- Assist with planning, logistics, and relationship-building throughout the Confirmation process.

Ministry Operations

- Assist with communication to children, youth, and families through email, newsletters, social media, and church publications.
- Help coordinate ministry calendars, registrations, attendance records, volunteer schedules, curriculum preparation, and event planning.
- Prepare ministry spaces and materials for weekly programming.
- Ensure all programming complies with the church's Child Safe Policy and established safety procedures.
- Assist in evaluating ministry effectiveness and recommending improvements.

Relational Ministry and Church Leadership

- Build authentic relationships with children, youth, parents, volunteers, and church members.
- Attend school, athletic, and extracurricular events as schedules permit to encourage and support students.
- Welcome new families into the life of the church and help connect them with Children & Youth Ministries.
- Work collaboratively with and under the supervision of the Director of Children & Youth Ministries.
- Participate in weekly worship, staff meetings, and church-wide ministry initiatives.
- Support the overall mission and priorities of Children & Youth Ministries by accepting additional responsibilities as assigned.

Knowledge, Skills, Abilities, and Characteristics

The successful candidate will demonstrate:

- A vibrant Christian faith and a passion for ministry with children and youth.
- Knowledge of Scripture and the ability to communicate the Christian faith in engaging and age-appropriate ways.
- Strong relational skills and the ability to connect with children, youth, parents, and volunteers.

- Excellent organizational and communication skills.
- The ability to recruit, equip, and encourage volunteers.
- Creativity, flexibility, initiative, and a collaborative spirit.
- The ability to manage multiple responsibilities while maintaining healthy relationships.
- Sound judgment, emotional maturity, integrity, and professionalism.
- The ability to maintain confidential information.
- Proficiency with common office technology and church management software.

Qualifications

Required

- A vibrant and growing Christian faith with a clear sense of call to ministry.
- Bachelor's degree or equivalent education and ministry experience.
- Demonstrated experience working with children and/or youth.
- Strong organizational, interpersonal, and communication skills.

Preferred

- Experience leading youth ministry within a church setting.
- Experience planning retreats, mission trips, camps, or conferences.
- Experience serving in a Presbyterian Church (U.S.A.) or another Reformed tradition.
- Seminary education or additional theological training.

Physical and Mental Requirements

This position requires the ability to actively participate in children's and youth programming, lead games and activities, travel with youth for retreats and mission experiences, prepare ministry spaces, occasionally lift and transport ministry materials, and communicate effectively with children, youth, parents, volunteers, and staff. The position also requires flexibility, sound judgment, and the ability to manage multiple priorities while fostering healthy relationships in a dynamic ministry environment.