

Indiana Conference of The United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Associate Director for Youth, Young Adult, and Campus Ministry Services
2. **Classification** Managerial
3. **Supervisor** Director of Connectional Ministries
4. **Responsibilities**

a. Overall purpose of position

Create a new working model for youth leadership in the conference by developing and maintaining a network of active youth leaders throughout the conference. Create a similar model tailored specifically for young adults. Coordinate with campus ministry in the conference.

b. Essential functions

- 1) Set up five regional youth ministry teams of youth leaders and leading youth workers.
 - a) Develop guidelines for recruiting members for these teams.
 - b) Develop guidelines for training events for these teams.
- 2) Train the team leaders to perform church visits and consultations.
 - a) Design a template for their work.
 - b) Take part in the preliminary visits to oversee team leaders as they learn to consult with churches and connect with youth.
- 3) Organize a conference team (from the regional team members) to meet annually to advise and inform the conference on youth ministry around the state.
- 4) Collaborate with camping ministries in creating youth annual conferences, with leadership provided by regional youth ministry teams.
- 5) “Grow” youth team leaders into a young adult ministry leadership program.
 - a) Recruit regional young adult ministry teams.
 - b) Collaborate with these teams in developing a new young adult ministry program for the conference.
 - c) Maintain list of active team leaders.
- 6) Coordinate with campus ministry in the conference.

c. Occasional functions

- 1) Create and maintain annual conference reports.
 - a) Prepare report for pre-conference publication.
 - b) Create report for conference presentation.
- 2) Establish a process for quarterly support and training events for the youth and young adult teams.
- 3) Host and moderate the annual meeting of the conference team until such time as it is self-moderating.
- 4) Staff conference youth, young adult, and campus ministry agencies.
- 5) Attend GBHEM and GBOD trainings.
- 6) Network with other youth and young adult professionals in the UMC.
- 7) Advise churches and districts on programs pertaining to youth and young adults.

8) Support a “culture of call” in conference programming.

d. Supervision of staff/volunteers

- 1) Supervise the regional youth and young adult ministry teams.
- 2) Work with administrative assistant in producing and delivering communications to the churches, districts, and conference.
- 3) Coordinate and work collegially with other staff members and volunteers.

e. Workplace requirements

- 1) Office at conference center
- 2) Laptop with networking capabilities, Bluetooth headset, internet-enabled cell phone
- 3) Services of an administrative assistant

f. Budget Accountability

- 1) Oversee youth, young adult, and campus ministry finances.
 - a) Assist with development of budgets.
 - b) Maintain financial records.
 - c) Voucher and authorize expenditures.
- 2) Prepare and present report for annual conference.

g. Qualifications required to carry out this position: knowledge, abilities, and skills

- 1) Extensive experience leading and working with youth and young adults, both as groups and individuals
- 2) Bachelor’s degree (master’s preferred) in related field
- 3) Ability to be a team player and supervise teams
- 4) Thorough knowledge of the UMC and *The Book of Discipline*
- 5) Minimum of five years experience in related field
- 6) Strong communication skills: writing, speaking, email and other correspondence
- 7) Administrative and computer skills – Microsoft Office Suite
- 8) Comfort level in dealing with emotions and conflicts among youth
- 9) Good organizational, people, and management skills
- 10) Relational skills that inspire trust from youth and young adults
- 11) Strong enthusiasm for working with youth and young adults, and ability to convey this enthusiasm to others
- 12) Ability to travel, including air travel as needed

h. Additional comments that may aid in describing the work of this position

- 1) Ability to empathize and be flexible, patient, and kind in all circumstances
- 2) Essential: strong personal leadership and follow-through skills