

## Northern Ohio District Church of the Brethren

**Job Title:** District Youth Coordinator

**Direct Supervisor:** The District Executive on behalf of the District Board.

**Reportability:** Shall report to the District Executive, the District Board, and the District Conference. Shall participate annually in an evaluation and performance review, conducted by the District Executive and reported to the Executive Committee.

**Job Classification:**

- Hourly position based on 20-hour work week.

**Work Schedule:**

- Weekday work schedule as necessary to fulfill job duties/responsibilities.
- Evenings and weekends often required to meet job objectives.

**Qualifications:**

- Bachelor's degree preferred. Youth ministry major or minor preferred.
- Youth ministry experience preferred.
- Excellent communication and interpersonal skills.
- Highly developed attention to detail.
- Ability to work independently and prioritize multiple tasks.
- Shall be a member of the Church of the Brethren, committed to Brethren beliefs and values.
- Desire to work in a Christian organization, supporting the ministry and mission of the Church of the Brethren.
- Willingness to become familiar with district organization and geography.
- Proficiency with Microsoft Windows and Microsoft Office software.
- Proficiency with social media.

**Competency-Related Duties/Responsibilities:**

1. Coordinate and oversee all district Junior High and Senior High group activities (District Conference, rallies, retreats, etc.) in cooperation with the District Connections Commission and the appointed advisors and Cabinets.
2. Develop opportunities for Young Adults to connect with each other on a district level for fellowship and leadership development.
3. Visit in district congregations to connect with the youth and the local youth leaders.
4. Connect with district youth leaders and provide opportunities for training and relationship building among leadership.

5. Promote and organize district youth involvement in Regional Youth Conference, National Youth Conference, and work camp experiences. Coordinate travel arrangements, publicity, and fund-raising. Travel with youth to the events.
6. Serve on the Camp Program Committee (ex-officio without vote), working collaboratively to accomplish the established goals for youth and young adults.
7. Attend Senior High camp each summer (all or part of the camp – to be determined each year in consultation with District Executive).
8. Attend District Board meetings and Central Committee meetings as requested.
9. Meet with the District Board Commissions as needed to carry out responsibilities.
10. Provide a written report for each District Board meeting and District Conference.
11. Work with Northern Ohio District Staff as a coordinated team to carry out the mission and ministries of the Northern Ohio District.
12. Act as an ambassador for the Northern Ohio District and the Church of the Brethren.
13. Manage on-line presence for District Youth Ministries
14. Other duties as requested by DE.

**Character-Related Duties/Responsibilities:**

1. Interact with people and carry out duties/responsibilities with a pleasant, courteous, helpful and positive attitude.
2. Come to work with a professional appearance and dressed in suitable attire.
3. Demonstrate reliability in both attendance and punctuality
4. Handle duties/responsibilities with appropriate levels of professionalism, confidentiality and ethical behavior.
5. Exhibit honesty and trustworthiness in handling district resources.
6. Take initiative in completing projects accurately, self-directed, asking questions as needed.
7. Show evidence of personal faith in Jesus Christ through words and deeds.
8. Support the mission and values of the Northern Ohio District and the Church of the Brethren.