



CHRIST COVENANT
CHURCH

Youth Ministry Coordinator

TO APPLY:

Please visit <https://christcovenant.org/about-us/employment/>, complete an application, and email your application and resume to HR@christcovenant.org.

POSITION PURPOSE:

The Youth Ministry Coordinator (YMC) is a full-time ministry position designed to support the mission of the youth ministry (CCYM) by keeping the ministry organized and welcoming. The coordinator oversees the details behind our programs and events and spearheads our hospitality.

PERSONAL COMMITMENTS:

1. Commitment to Christ as Savior & Lord
2. Member of CCC (or will become a member)
3. A desire to be involved in a youth ministry that spreads the knowledge and love of Christ
4. A commitment to the doctrinal standards, mission, and vision of Christ Covenant Church
5. Ability to facilitate safe, secure, appropriate care for teens of varying age ranges
6. Desire to proactively support, serve, and enable CCYM team and department

REPORTING RELATIONSHIPS:

This position will report directly to the Pastor of Youth Ministry.

EDUCATION/TRAINING:

Bachelor's degree preferred.

POSITION SUMMARY:

1. The position is a 37.5-hour-per-week full-time (FT) position that is eligible for benefits according to Christ Covenant Church's FT benefits schedule.
2. Be a fully engaged member of the Youth Staff team, with a particular focus on coordinating and managing logistical details required to execute programs and events
3. Proactively manage and provide on-site support for CCYM programs and events
4. Serve as CCYM representative for weekly CCC Admin meetings
5. Manage all registrations/reservations, payments, release forms, communication materials, etc. for youth department programs and events
6. Grow working knowledge of church database, policies, and procedures and ensure compliance with all necessary processes and requirements
7. Help manage budgets for CCYM department, special events/trips, etc.
8. Maintain Christ Covenant C.A.R.E. training.

REQUIRED SKILLS & ABILITIES:

1. Friendly personality who enjoys working with youth and adults
2. Organized and detail-oriented, task-oriented, and personable
3. Self-directed and proactive, with good communication and follow-up
4. Able to generate exceptional written and verbal communication.

5. Proficient technological skills (including email, Word, Excel, PPT, and other software).
6. Ability to learn FellowshipOne, Ramp expense reporting, ADP, FMX, and Subsplash.
7. Skill or experience with budgets preferred
8. Previous administrative office experience, including project/event management and coordination preferred
9. Ability to work both independently and closely with a team, handling confidential material with discretion and discernment

BASIC ROLES & EXPECTATIONS:

- 1. Coordinate and support CCYM meetings and events**
 - a. Participate in Wednesday and Sunday youth meetings/events (lead small groups and bible studies; coordinate with volunteers & student leaders)
 - b. Provide on-site support for missions/mercy events, retreats, trips (chaperone, manage rosters, coordinate schedules, plan meals, observe safety policy, etc.)
 - c. Plan and Host CCYM events by creating a warm and welcoming (oversee food, decor, and more for Youth, Sunday school, volunteer training, ministry open house, etc.)
 - d. Communicate with Operations Dept. regarding setup and equipment needs
 - e. Proactively address other department needs as they arise and offer solutions
- 2. Assist the Pastor of YM and CCYM Staff**
 - a. Participate in weekly Staff and Admin meetings
 - b. Write and distribute weekly communication for CCYM
 - c. Compile departmental teaching schedule and staff-wide meetings and appointments
 - d. Manage administrative details; secure transportation, merchandise, supplies etc.
 - e. Make facility reservations with FMX, vendors, supplies, and facilities for events
 - f. Maintain an organized work environment
 - g. Create ministry reports and communications for various departmental needs and presentations (ELT, OLT, Session, Senior Staff, Open House, Missions Training)
- 3. Manage CCYM budgets, databases, policies, procedures**
 - a. Record income and expenses through Ramp; prepare monthly recap for review with PYM; process/reconcile CCYM credit cards monthly
 - b. Prepare budgets for major events (Retreats, Trainings, Mission Trips, etc.)
 - c. Facilitate reimbursements/check requests/reconciliation, purchase orders/invoices
 - d. Grow working knowledge of church database, platforms, policies, procedures
 - e. Ensure CARE compliance, medical/conduct form completion

PHYSICAL REQUIREMENTS

The physical demands of this position reflect the requirements necessary to effectively serve and supervise students in a variety of ministry settings. The employee must be able to:

1. Work evenings, weekends, overnight events, camps, retreats, and other ministry activities as required.
2. Requires visual acuity to read numbers, letters, and images
3. Requires speaking and hearing abilities that are sufficient to hear over the phone, speak publicly, and carry on routine conversations
4. Stand and walk for extended periods during youth gatherings, services, camps, retreats, and outreach events.
5. Lift and carry ministry supplies, equipment, and materials, generally up to 30 pounds.
6. Participate appropriately in recreational, outdoor, and group activities with students.
7. Maintain sufficient mobility and responsiveness to provide appropriate supervision and respond to safety or emergency situations.