



# *Youth Ministry Coordinator*

Albert Park Baptist Church is seeking to appoint a Youth Ministry Coordinator.

As the Youth Ministry Coordinator you will give overall leadership to all aspects of Albert Park Baptist Church's Youth Ministry. We are looking for someone who will ensure our Youth ministry offers an inspiring and fun program that address the questions and issues young people have about life and faith. This part-time role is 2 days per week.

Youth Group is for young people of secondary school age. Our Youth currently get together for social events fortnightly on a Friday evening during school terms. They also meet on Sunday mornings while the service is on.

Our Youth Ministry is currently small (around 15 young people) but we have a big vision for it and a desire to see it grow.

The church is located in an area with a growing number of youth. We would particularly like this role to connect with young people in the local community. Developing relationships with local schools will be an important part of this role.

This is an exciting and challenging opportunity for a suitable person to develop this highly valued ministry in our church.

## ***Application Details:***

Enquiries about the position and applications may be sent to the Senior Pastor Rev Katrina Lambert:

[katrina.lambert@albertpark.org.au](mailto:katrina.lambert@albertpark.org.au)

Applications must be no more than five (5) pages in length and include a CV and covering letter that address why you are interested in this position.

Only applicants residing permanently in Australia will be considered.

# *Position Description*

## *Position Title:*

Youth Ministry Coordinator

## *Principal Function*

To give overall leadership to all aspects of Albert Park Baptist Church's Youth ministry.

## *Reports to*

Senior Pastor

## *Direct Reports*

- None

## *Key Working Relationships*

- Diaconate
- Staff
- Volunteers in Youth Ministry

## *Accountabilities, Responsibilities & Duties*

1. Ensure our Youth ministry offers an inspiring and fun program, that address the questions and issues young people have about life and faith.
2. Lead, administer, and provide direction for the Youth Ministry that meets the spiritual and social needs of young people.
3. Develop a community based approach to growing the Youth Group, particularly through fostering relationships with local schools like Albert Park College.
4. Develop and provide leadership for the volunteers involved in youth ministry, growing their capability and encouraging them.
5. Develop and maintain a good working relationships with other staff, parents, volunteers and members of the congregation.
6. Maintain contact with young people and their parents, keeping them informed of ongoing activities and plans in a way that encourages partnership and involvement.
7. As appropriate, seek to integrate youth ministry into the Sunday morning worship.
8. Ensure the implementation of the 'Safe Church' safety guidelines in all youth ministry activities.

### **Authority**

- Authorising expenditure of budgeted items (up to a reasonable agreed limit)

### **Incumbent Characteristics**

It is anticipated that you will:

- a. Have had a strong and growing relationship with Jesus Christ and be open to and dependent upon the Spirit of God.
- b. Have some formal training that demonstrates your passion and commitment to children, youth and or education.
- c. Prior experience working in youth ministry either paid or as a volunteer - preferably a minimum of 3 years.
- d. Have experience in managing volunteers.
- e. Be a self-starter, accustomed to working hard and giving your best.
- f. Have a high level of self-awareness, emotional intelligence and empathy.
- g. Be honest and transparent about yourself while being discerning, discreet, trustworthy and able to maintain confidences with other people.
- h. Have excellent communication skills backed up by the ability to use technology, applications and social media to deliver your message.

### **Terms and Conditions**

1. Part Time – Two (2) days per week.
2. Four (4) weeks annual leave.
3. Two (2) weeks personal leave annually cumulative, but not paid out on termination.
4. An initial three-month review in addition to a regular annual review and continuation in the role is contingent upon a satisfactory review.