



Redeemer West Side Job Description

Position: **West Side Youth Associate**

FLSA Status: Non-Exempt

Department: West Side Youth

Date: February 1, 2021

Band: 5

Work Hours: Part-time; 20 hrs/wk

Reports to: WS Youth Director

Position Summary

The West Side Youth Associate will assist the West Side Youth Director in developing Redeemer West Side's Youth Ministry by undertaking key administrative and ministerial responsibilities, including, but not limited to, providing gospel-centered teaching primarily to the middle school youth, leading small and large group sessions, and coordinating virtual and in-person events.

West Side Youth is focused on sharing Christ's transforming message with students through intentional discipleship and community, while supporting parents in maturing their children's faith. The goal is to equip students to experience a gospel-focused adulthood, prepared for their future joys and challenges.

Job Description

Responsibilities

- Coordinate, prepare, implement theologically sound, culturally relevant, high energy, weekly, middle school sessions (games, worship, teaching, and discussion groups)
- Plan, coordinate, and lead youth events
- Provide administrative support to the Youth Ministry Director including database maintenance, weekly correspondence to youth, families, and volunteers, West Side Youth Calendar updates, and overseeing social media accounts
- Collaborate with Youth Ministry Director in building Youth Ministry
- Attend weekly youth staff meetings and provide weekly updates to Youth Ministry Director
- Recruit and engage with volunteers
- Develop relationships with individual youth and their families
- Participate in regular West Side staff meetings, trainings, and events
- Regular attendance and involvement in the life of Redeemer West Side
- Timely communication on internal platforms (Slack, Asana, Tallie, etc.)

Qualifications

Character

- A growing/mature Christian, deeply rooted in the gospel of grace who is a positive Christian role model with an evident and contagious love of God
- Alignment with Redeemer's doctrinal orientation, its core values, and its vision to serve New York City
- Passion for Youth Ministry and desire to serve middle and high school students

- Team player with a positive attitude who can adapt and thrive in a dynamic organizational environment and who embraces continuous improvement through evaluation and feedback
- Ability to work with confidential information and maintain high standards of honesty and integrity
- Availability and willingness to work a nontraditional schedule which includes evenings and weekends
- Sensitivity and attentive awareness to the culturally and socio-economically diverse population of Redeemer's youth community and New York City
- Willingness to research and grow in theological knowledge and understanding of adolescent development and contemporary youth culture

Skills/Experience

- Excellent communication, service and interpersonal skills
- Potentially pursuing a career in ministry
- Proven ability to teach Bible, theology, and Christian discipleship to youth and adults
- Bachelor's or Associate degree
- Demonstrated ability to creatively plan and execute programs and events along with strong time management

Preferred

- Undergraduate degree in psychology, theology, religion, biblical studies, youth ministry, education, or related field; or equivalent work experience
- Experience (volunteer or paid) participating in children's, youth, or college ministry
- Established ability to speak before large and small groups with poise and enthusiasm
- Proficiency with GSuite and MSOffice, Asana, Slack database and social networking applications
- Experience in social justice ministry
- CPR, AED, First Aid, and/or Safe from Harm certification