

**Good Shepherd Lutheran Church
Decorah, Iowa**

Interim Youth Ministry Coordinator	
Exempt/Nonexempt: Exempt	Hours per week: 5 (Part-time)/ 20 hrs. a month
Reports To: Pastor	

Job Summary:

The **Youth Ministry Coordinator** will oversee Good Shepherd's middle school and high school programming; they will also collaborate with the Interim Youth Coordinator to plan monthly youth and family events.

Essential Duties

Serve as the primary youth and family ministry connection point for the GS congregation and community

Develop and lead Sunday morning programming for upper-middle and high school students (7-12 grades); collaborate with the Pastor on needs regarding confirmation; collaborate with Pastor on annual youth Lent project
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Collaborate on youth and family programming, in partnership with the Interim Children's Ministry Coordinator and the GS Education Committee

In collaboration with the pastor, recruit, equip and train leaders, parents and the congregation in areas related to youth ministry.
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Advocate for and have awareness of children and youth in the GSLC community

Partner with the pastor to enable youth to be an engaged and visible presence in the worship life and community life of GSLC
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Work with the pastor, Education Committee, and HR Committee to create and update and uphold the GSLC Child & Youth Protection Policy.

Administrative Tasks:

Collaborate with Ministry and Communications Coordinator to ensure regular and timely communication with congregation, youth, and families
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Maintain registrations, volunteer lists, curriculum and supply needs, and other essential program resources

Work with GSLC office administration team to maintain youth contact information in the church's database system.
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Monitor the Youth Ministry budget in cooperation with the pastor, church council, and Education Committee.
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Recruit short and long term volunteers for youth programming
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In coordination with the GSLC staff, complete background checks of volunteers working directly with youth.
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General assignments

Responsible for adhering to staff covenant
Attend staff meetings
Attend monthly Education Committee meetings
Continue to grow in faith and ministry knowledge
Other duties, as assigned

Qualifications for both of the above roles:

- Commitment to faith
 - Understand and support the mission of the ELCA
- Interpersonal Skills
 - Able to communicate with warmth, respect, and professionalism across generations
 - Must be a diplomatic, friendly, positive, and helpful representative of Good Shepherd Lutheran Church
- Work Skills
 - Self-motivated and strong organization skills
- Openness to Feedback
 - Ability to invite and accept feedback, as well as give constructive feedback in love
- Communication Skills
 - Strong written and verbal communication skills (e.g. email, social media, texting, phoning)
- Flexibility
 - Able to work flexible hours, including Sunday mornings during program year

To apply or learn more, email a letter of interest and resume to:

office@goodshepherddecorah.org