



Youth Director Job Description

POSITION DESCRIPTION:

The Chinese Presbyterian Church of Oakland (CPC) seeks a p/t Youth Director (which may lead to a f/t position) to reach out and minister to youth in the Oakland Chinatown community. This position will minister to youth from grades K-12, and college young adults through the development and implementation of youth programs that foster personal relationships with Christ using biblical principles. This position will encourage fellowship with peers, and service to the church and the greater community. This position will work Saturdays and Sundays with a flexible weekday schedule. This position will attend worship services regularly, and participate in CPC activities as requested.

QUALIFICATIONS:

- M. Div, BTh, MTh or equivalent education preferred
- Minimum of two years of field experience required in children, youth, and/or family ministry
- Committed believer in and follower of Jesus Christ as Lord and Savior and the Word of God as written in the Bible
- Passionate about youth outreach with the ability to articulate, and share one's personal faith to effectively reach the spiritual hearts of youth
- Capable of leading graciously as a servant with self-initiative to grow the church's youth ministry and increase future church membership
- Ability to minister to youth on an individual and small group basis
- Willingness and ability to reach out to non-Christian youth in the community
- Outgoing and open-minded, and can connect youth with the larger congregation to strength the church family
- Ability to lead with maturity, and work as a team player with other staff and church members (e.g. committees)
- Motivated and self-disciplined, with strong administrative abilities, program and time management skills
- Successful experience with recruiting and training lay volunteers to assist with youth ministries
- Experience with youth and family crisis intervention experience, and music/worship skills a plus
- Bilingual in Cantonese/English with abilities to relate and empathize with the immigrant community through bi-cultural and inter-cultural approaches a plus

RESPONSIBILITIES:

- Develop, implement, and oversee/manage operations of:
 - East Bay Asian Youth Outreach Ministry (EBAYOM) Summer School Program for youth
 - Small discipleship/bible study groups (evenings)
 - Sunday School curriculum (K-12) and provide support to Sunday School teachers
- Coordinate and organize summer youth events and retreats, and community outreach projects
- Work with church staff to recruit, develop, supervise, and provide ongoing support to lay leader volunteers
- Prospect, apply, and coordinate grant proposals to secure additional funding for Youth Ministry salaries and programming
- Coordinate with other church programs and committees to encourage youth involvement in other church activities
- Coordinate and organize four quarterly church-wide activities (i.e. Easter, Harvest, Xmas parties, etc.).
- Serve on the annual retreat committee to coordinate youth programming for the retreat
- Work with Christian Education Committee to establish program goals and objectives that are within the scope of the program budget
- Participate in CPC staff meetings, EBAYOM meetings, and monthly Session meetings when necessary
- Attend conferences, seminars, or retreats as they relate to the position's responsibilities and CPC youth programs

OTHER:

- Reports to: Head Pastor (in absence of the Pastor, the Youth Director reports to the Elder of Personnel)
- Responsible to: Session (responsible for Youth Director annual performance review)
- Non-ordained position, compensation depending on experience. Negotiable.
- Interested candidates should email a cover letter and resume to ydcpc2012@yahoo.com. Cover letters and resumes will be reviewed immediately upon receipt.