

Administrative Youth Program Facilitator

Purpose

To provide administrative assistance to Christian Education leadership. Assignments will be directed by the Director of Christian Education. This role will provide support for Sunday school programs, Teen Voices programs, and grade school youth programs as well as any future youth programs.

Accountability

Accountable to Director of Christian Education, Human Resource Committee, and the Pastor.

Responsibilities

1. Expand communications regarding youth programs within the church and to the outside community.
2. Establish and maintain a social media presence for the youth programs of First Presbyterian Church of Goshen.
3. Participate in the development and execution of a grade school youth group program as directed.
4. Assist in coordination of activities for Sunday school, grade school youth, and teens as directed by the Director of Christian Education.
5. Provide support for the Christmas Pageant.
6. Source new materials as needed for youth programs.
7. Oversee and maintain existing materials for youth programs.
8. Aid in development of concept driven visual arts for youth programs.
9. Assist in administrative details of youth programs including tracking expenses and keeping an updated log of expenditures.
10. Participate in key youth events.

Requirements

1. Must have an aptitude for and enjoy working with youth Pre-K through 12th grade.
2. Must have good written and verbal communication skills.
3. Must be resourceful with a creative flair.
4. Must have knowledge of basic computer programs and social media outlets.
5. Must undergo child abuse prevention training and pass background check.
6. Must have flexibility in scheduling.
7. Must be task orientated self starter.

Relationships

Must work cooperatively with the Christian Education Committee.

Compensation

Hourly based salary