

Holy Trinity Youth Ministry Assistant

Summary

The Youth Ministry Assistant, in conjunction with the Director of Children, Youth, and Family Ministries, is primarily responsible for oversight of the Sunday morning youth program and Wednesday evening youth program, which takes place during the Whole Church Family Night on Wednesday evenings during the school year. This person is/will become an active participant in the worshipping community of Holy Trinity.

General Position Details

- Part time, salaried position averaging 8-10 hours per week
- Reports to Director of Children, Youth and Family Ministries (DCYFM)

Primary Responsibilities

Sunday Youth Group:

1. Ensure that each Sunday, Lewis Hall is unlocked and ready for class, snacks are available, the teacher is present and adequately supplied, etc.
2. Be present each Sunday to support/teach the group and offer any assistance needed by the teacher.
3. Assure that there are snacks available, either donated by volunteers or purchased by Youth Ministry Assistant or DCYFM.
4. Distribute curriculum to classrooms.
5. Welcome families, new and returning, in the narthex before worship and following Eucharist.
6. Keep record of attendance, and pass on newcomer information to DCYFM and also the church office.
7. Participate in meetings scheduled with DCYFM.

Whole Church Family Night:

1. Ensure that Lewis Hall is unlocked and ready for the evening, and any materials are prepared.
2. Be present each Wednesday to lead or support the program.
3. Welcome families, new and returning, during dinner in the Parish Hall at the beginning of Whole Church Family Night.
4. Keep record of attendance, and pass on newcomer information to DCYFM and also the church office.

Social Media Presence:

1. Maintain Youth Ministry Facebook Page and Instagram, posting current information about activities and events.

Personal Qualifications

1. Must be an active Christian and participate in the life of the church, attending the 9am worship service on a regular basis.
2. Exhibits personal traits that help facilitate a joyful, Christian atmosphere and enables easy connections with youth, their parents, and coworkers.
3. Committed to praying for the youth and families of the church, for the church and its ministries.

Other Responsibilities

Parish Seasonal Events:

1. Shrove Tuesday Pancake Supper
 - a. Work with DCYFM to organize, plan and facilitate the parish pancake supper on Shrove Tuesday.
 - b. Work with DCYFM to purchase adequate supplies.
 - c. Coordinate youth volunteers to participate in preparing and serving the meal.
2. Easter Egg Hunt
 - a. Assist in the hiding of the Easter Eggs for the Easter Egg Hunt on Easter Sunday
 - b. Coordinate youth volunteers to distribute prizes following the Egg Hunt.
3. Vacation Bible School
 - a. Work with DCYFM to support Vacation Bible School (VBS).
 - b. Encourage youth to register as VBS volunteers.
 - c. Be present at VBS to build community with youth volunteers and possibly lead an activity center.
4. Camp Wingmann
 - a. Encourage participation in summer camp programs, as well as other programs held at Camp Wingmann during the school year.
5. Rock the Universe
 - a. Work with DCYFM to coordinate all trip details and distribute information to youth and their families.
 - b. Attend the trip and provide leadership to the group and volunteers
6. Trunk or Treat
 - a. Encourage parish participation in this intergenerational event through announcements during worship
 - b. Coordinate youth sponsored and decorated vehicles.

Safeguarding God's Children:

1. Work with the DCYFM to assure the safety of all children and participants by:
 - a. Completing the Safeguarding God's Children protection program and background check.
 - b. Work with church staff to assure that volunteers have completed the Safeguarding God's Children protection program.