

Diocesan Youth Ministry Coordinator (DYMC)

May 2017, Part-time, exempt, salaried

POSITION SUMMARY

The Diocesan Youth Ministry Coordinator gives direction to and supervises the diocesan youth ministry program in a manner consistent with the mission and ministry of the Diocese of Fond du Lac.

ESSENTIAL DUTIES & RESPONSIBILITIES

The primary duty is to support, train and recruit volunteers for youth ministry activity, including appropriate screening. The secondary duty is to be “in charge” of diocesan youth ministry activity, events and programs, implementing them with the assistance of volunteers. The DYMC is responsible for assuring diocesan policies and procedures are observed.

TIME EXPECTATIONS

The work time expectation will average around 15 hours per week (or 0.4 full-time equivalency). The position demands fluctuation of work time with some weeks seeing multiple full-time days and other weeks seeing no work. Work time is tracked by a day-part system (with each day composed of 3 day parts of morning, afternoon, evening) with the position requiring 200 day parts per year. Guidelines of expected time by category are listed to assist in prioritizing time.

- Summer Camp Program [45 parts]
- Summer Camp Prep and Prep [10 parts]
- Communication Activities, Contact Work [30 parts]
- Volunteer Training and Development [25 parts]
- Professional Development [20 parts]
- Fall Events with Prep [20 parts]
- Winter Events with Prep [10 parts]
- Spring Events with Prep [20 parts]
- Summer Events with Prep [10 parts]
- Diocesan Staff Activities [10 parts]

SUPERVISION

The DYMC works under the direction of the Bishop and is provided administrative support by the Diocesan Office.

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

The DYMC is expected to

- have a strong personal spiritual life, firm in the Christian faith with commitment to Jesus Christ.
- be a self starter, self-motivated, a team player, and able to use independent judgment.
- hold a college degree with at least 3 years of youth ministry experience.
- be responsible for confidential and time sensitive material.
- have excellent interpersonal, time-management, organizational, verbal and written skills.
- hold a working knowledge of office software such as Windows, Word, Excel, and Access.
- is knowledgeable about the Episcopal Church.

TERMS AND CONDITIONS

Compensation is on a salary basis and ranges between \$20-\$28,000 per year based on experience. Benefits include an Employee Assistance Program, \$10,000 term life insurance policy, and access to a voluntary 403(b) pension plan. The position is not eligible for additional benefits. Qualified business expenses are reimbursed on an accountable basis (travel, supplies, etc...), including reimbursement for 40% of a personal basic cell phone and internet access.