Children, Youth, and Family Director
Job Description

Summary
The Children, Youth and Family Director (CYF director) will work with St Patrick’s families, children (birth – 5th grade) and youth (6th -12th grade), to execute a program and curriculum designed to enhance faith and spiritual life while supporting the overall mission of the Episcopal Church. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The necessary skills and essential duties are listed below:

Education and Experience
- Education that transfers well to the position described. (Bachelor's degree preferred or equivalent work experience in a similar position.)
- Experience and/or skills in creating and building strong teams/programs that include in-person and virtual interactions.
- Experience/understanding of adolescent and child development is a plus, as is experience using social media.

Qualifications
To perform this job successfully, an individual must be able to execute each essential duty. The candidate must also enjoy working with children and youth and demonstrate excellent interpersonal and communication skills for engagement with people of all ages and abilities. The successful applicant must be well-organized, have a high energy level, a strong work ethic, and be able to work independently. This person must be solution-oriented and able to identify and address issues in a variety of situations. When necessary, this person must be willing to take initiative and research solutions via diocesan directives and websites as well as by working with other area episcopal youth leaders, or clergy. Also important is the ability to manage conflict and adapt to obstacles (such as the recent pandemic), while remaining flexible in approach, to keep the group engaged, active and supported. The candidate must be a baptized Christian and hold values consistent with the doctrine of the Episcopal Church.

Essential Duties
- Promote programs within the church as well as community outreach and service projects outside the church
- Develop and implement virtual versions of programs and activities
- Provide detailed communication on events to the parish through Realm, weekly announcements (email and bulletin), and to the rector and administrative assistant
- Recruit/manage/train/support volunteers
- Recommend and oversee curriculum, and ensure that resources are available in classrooms
- Meet with Charlotte Convocation youth leaders monthly
- Supervise nursery employee and recruit/schedule other nursery volunteers
- Plan, coordinate and supervise:
  - St. Patrick’s EYC (Youth Group – meetings, trips, service activities, pilgrimage)
  - Lake Norman Youth Fellowship (in conjunction with St. Alban’s Episcopal Church)
  - Children and family events (get-togethers, service activities)
  - Children and youth ministry
  - Confirmation classes
  - Vacation Bible school
  - Christmas pageant
  - Acolytes
  - Safe Church Training
  - Childcare for church functions
  - Involvement in music activities at the church with the Director of Music Ministry
  - Youth involvement in Diocesan and Charlotte Convocation events
- Establish personal relationships with the children, youth and their families
  - Maintain regular contact with current children, youth, and families
  - Reach out to new families that visit the church
  - Communicate needs of families, youth, and children to rector
  - Adhere to a high level of confidentiality
  - Organize and empower youth to fulfill leadership roles within the church, the community, and the diocese
- Administrative tasks
  - Maintain children and youth ministry calendar in conjunction with parish calendar
  - Maintain the children and youth ministry budget
  - Attend weekly staff meetings
  - Work with administrative assistant to keep current roster of all children and youth
  - Post at least weekly on social media or platforms used frequently by youth
  - Use Zoom and other virtual communication tools to connect

Reports to: Rector
Status: Full-Time, Flexible Hours (including weekends), Salaried, Exempt

Please submit resumes to rector@welcomestpat.org