

## POSITION DESCRIPTION for YOUTH MINISTRY COORDINATOR

First Presbyterian Church of Knoxville, TN, is seeking a Youth Ministry Coordinator to work with middle and high school age youth in the administration and development of youth programs.

This is a part time position with a flexible schedule requiring 18 to 20 hours per week with a starting salary of \$15,000 per year. The person selected will work closely with the Christian Education Committee and report to the Associate Pastor. The Youth Coordinator will be a member of the church staff as it works to accomplish the church's mission.

Because faith development of our youth has been central to our church's mission for over 200 years, responsibilities will include:

- Develop rich relationships and nurture youth in Christian faithfulness
- Teach and facilitate youth classes and other educational opportunities
- Conduct Confirmation class in conjunction with pastoral staff and Elder friends
- Recruitment and training of servant youth leaders and teachers
- Research, review and develop curriculum for youth
- Coordinate youth activities such as Presbytery youth events, summer conferences, mission trips, and intergenerational opportunities with program staff, etc.
- Maintain and develop ongoing youth ministries, i.e., Sunday School, monthly Sunday afternoon programs, and Wednesday evening programs
- Attend staff and committee meetings
- Coordinate the Youth Committee in conjunction with the Youth Chair
- Maintain all communication channels, i.e., email, youth website, Facebook, Instagram, updating church newsletter, etc.
- Participate in worship leadership
- Other youth ministries that may develop

Preference will be given to those with some Christian education experience. Pre-hire background check required.

### Applicants: Submit Cover Letter and Resume:

Youth Ministry Coordinator Search Committee  
C/O First Presbyterian Church  
620 State Street  
Knoxville, TN 37902

Electronic Submission: [meredith@fpcknox.org](mailto:meredith@fpcknox.org)