

## **Coordinator of Community, Youth and Family Ministry Position Description St. Peter's Lutheran Church, Middletown**

This is a full-time salaried position overseeing, coordinating and implementing programs and services for youth and families from St. Peter's congregation and the local community with the goal of invitation and integration. This position is part of a team with the Coordinator of Congregation Care and Church Stewardship, the Coordinator of Music Ministry and reports to church Pastor.

### **Position Expectations**

The Coordinator of Community, Youth, and Family Ministry serves in a small town with critical urban issues for a transformational church. The Coordinator provides guidance, leadership and opportunities for social, educational, and inter-faith growth for the congregation and local community's youth and families. The position's 3 areas of responsibility are: 1. The Coordinator presents programs of service, homework support, life-skills training, social, recreation activities, and worship. 2. The Coordinator oversees and integrates the community organizations housed at St. Peter's serving youth and families. 3. The Coordinator networks, collaborates and coordinates with the community-based partners who present youth and family programs and activities at St. Peter's. The candidate should have professional experience and competency in administration. The Candidate should be willing to acquire grant writing skills to seek funds to support the ministry. The candidate should have a basic understanding of the Lutheran Christian theology and share this faith with acceptance and sensitivity to the interfaith and diverse nature of our community. As a Reconciling in Christ Congregation, the candidate needs to be able, ready, and willing to invite, welcome, affirm, and accept all people with a special sensitivity to lesbian, gay, transgender, bisexual persons.

### **Education and Experience Requirements**

BA degree required. Masters preferred. Participation in continuing education courses is expected. Past experience in program management and community engagement.

### **Essential Roles and Responsibilities**

- Manage after-school program for 70 kids and 25 volunteers. After-school program is healthy snacks, homework support, life-skills training, fitness and recreation, and community service
- Develop a youth group from St. Peter's and Community (2nd through 12<sup>th</sup> grade). To include: inter-faith study, life-skills, fellowship, worship, prayer,

reflection, games, theme study, hands on ministry, movie nights, and retreats

- Oversee summer lunch and recreation program
- Offer programs for St. Peter's and Community families
- Oversee, support and integrate community partners housed at St. Peter's
- Network, invite, collaborate, coordinate and integrate programs and services of community partners who offer programs and services and St. Peter's
- Offer leadership to the Middletown Area Interfaith Council
- Participate and attend meetings and events to include Church Council, Inter-Faith Council, Communities That Care, Middletown Area School District, and Penn State Harrisburg, Dauphin County Drug and Alcohol Prevention
- Maintain communication between youth, parents, congregation, volunteers and community partners to The KEY, St. Peter's newsletter, updating of social media
- Attend professional development and conferences
- Periodically attend St. Peter's worship with youth group
- Maintain a collegial relationship with other area youth groups.
- Attend the Harrisburg Area Conference and Lower Susquehanna Synod events
- Prepare a 2-year plan with each month's activities to be given to Council
- Oversee finances and grant writing
- Comply with St. Peter's Personnel Policies
- Perform other duties as needed

**Specific Job Knowledge**

This position is open to all who from past employment, experiences and educational background have the necessary skills, knowledge and commitment to serve.

**Specific Qualifications**

Ability to work well with youth and families

Skills in networking and engaging with multiple community groups

Embrace mission of church and community

Strong administrative abilities

Strong computer competency

Flexible and adaptable

Clearances from local, state and federal background checks

Please submit resume to:

[officeassistant@stpetersmiddletown.com](mailto:officeassistant@stpetersmiddletown.com)