

New Thought Center for Spiritual Living

Job Description

Department: NTCSL Youth & Family Ministry

Location:

1040 C Ave
Lake Oswego, OR 97034

Job Title: Director of Teen Ministry

Reports to: Senior Minister, and Youth and Family Director

Salary Range:

Type of position:

Full-time
Part-time
 Contractor
Intern

Hours 5-8 hours per week, in addition to various activities and camps

Exempt
Nonexempt

Member of:

- Ministry Team
- Youth & Family Ministry Team

General Description:

Provide spiritual leadership and a consistent overall vision, curriculum and activities to the Teen program (9th through 12th grade). Works with the Ministry Team to plan and implement all aspects of the teen program including Sunday celebrations, special events, and camps. Organizes and oversees fundraising for teen events and camps.

Job Tasks and Responsibilities (including but not limited to)

Administration

- Oversees the scheduling for Sunday class assistants, and prepares materials for the lesson
- Maintains ongoing communication and participation in CSL Teen Program
- Oversees all administrative documentation and updates all standard operating procedures for Teen Ministry
- Consistently monitors for safety
- Creates marketing/informational materials for fundraising and special events
- Is responsible for developing annual teen program budget and working within it
- Co-plans a monthly teen event (held the last Saturday of every month)
- Attends weekly Ministry Team meetings (optional, but preferred)

Curriculum

- Customizes CSL curriculum
- Works with 'special guests' who would like to share their talents with the teens
- Develops workshops/classes/camps outside of regular Sunday curriculum

Materials for Classrooms

- Provides materials needed for individual lessons and/or events
- Provides housekeeping materials needed to keep classroom clean and in good order

Rev 11/8/2013: Jeannine Massey RScP – Board of Trustee with HR oversight

Rev 01/22/2018(ph): Rev. David Alexander, Sr. Minister, Lea Ann Turner-Betts, Executive Director

Relationships

- Builds relationships with the teens, parents, staff, administrative team, Ministry team, spiritual community and the greater local community
- Provides developmental and/or emotional support to teens as needed
- Recruits new volunteers
- Supervises and develops the volunteer team

Fundraising

- Develop and implement fundraising events/opportunities

Training

- Attends Youth and Family trainings, as well as applicable CSL trainings
- Provides training opportunities for teen ministry volunteers

Experience

- Prior work or education experience in a related field acceptable

Education Requirements

- SOM: Foundations class

Key Competencies

- Is an effective leader and teacher
 - Works with volunteers – orienting, supporting, delegating, oversight, training, and coaching
 - Effectively communicates with a variety of age groups within a diverse community
 - Creates and communicates via computer and social media
 - Customize curriculum to different age groups
- Understands and integrates New Thought Science of Mind principles into all aspects of the program
- Demonstrates competency in management skills, including:
 - Takes initiative
 - Practices good judgment and decision making
 - Is proactive in planning, information gathering, and organization
 - Pays attention to detail with a high level of accuracy
 - Manages time and work efficiently
 - Monitors teens and volunteers, emphasizing teamwork and collaboration
 - Maintains confidentiality
 - Has skills in conflict resolution and/or mediation

Volunteer Signature:

Date:

Approved by: Senior Minister

Date:

Approved by: Executive Director

Date: