

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 Youth & Family Ministry

Reports to: Senior Minister

Salary Range:

Type of position:

Full-time
xPart-time
Contractor
Intern
Stipend

Hours

20 hours/week

x 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 Youth & Family (Y&F) program (1 yr to 12th grade). Works with the Ministry Team to plan and implement all aspects of the children's program including Sunday celebrations, Wednesday night childcare activities, special events for both the Y&F Ministry and General Ministry. Oversees the Teen and Middle School Leads. Supports the Young Adult Group as needed.

Job Tasks and Responsibilities (including but not limited to)

Administration

- Ensures Parent Sign-In, Registration Forms are complete
- Maintains database of parents/children
- Reports weekly attendance counts to bookkeeper
- Schedules all teachers, assistants and prepare materials for the lesson in each classroom
- Creates marketing/informational materials including NTCSL Parent Handbook and Y&F Informational Brochure
- Ensures class spaces are developmentally appropriate in both size and materials
- Consistently monitors for safety
- Attends weekly Ministry Team meetings
- Is responsible for developing annual Youth & Family budget and working within it

Curriculum

- Customizes CSL curriculum for 5 classrooms/age groups
- Develops "tool kits" of activities for each age group
- Works with 'special guests' who would like to share their talents with the children of the community
- Develops workshops/classes/camps outside of regular Sunday curriculum

Materials for Classrooms

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

Relationships

- Builds relationships with the children, parents, Teen Lead, Young Adult Lead, administrative team, Ministry team, spiritual community and the greater local community. Represents NTCSL Y&F Ministry in all relationships described above
- Provides developmental and/or emotional support to children and families as needed
- Recruits new volunteers
- Supervises and develops the volunteer team

Training

- Orients new volunteers to Y&F Ministry, children and families, curriculum, physical space and safety
- Provides ongoing orientation training for all Y&F volunteers on a bi-annual basis
- Provides specific topic trainings as requested or deemed necessary
- Provides ongoing creation and development of opportunities for Y&F to be engaged with the Center outside the Sunday Celebration. These may include the creation and development of parent/family connection opportunities and information and resources for youth and families

Childcare Team

- Develops childcare team through identifying, screening and training potential caregivers
- Activates childcare team for events/activities as needed/requested
- Supervises all caregivers

Experience

- Prior work or education experience in a related field acceptable

Education Requirements

- College degree (preferred) in the fields of education, child development or family systems
- SOM: Foundations class

Key Competencies

- Is an effective leader and teacher
 - Works with volunteers – orientating, supporting, delegating, oversight, and training, coaching
 - Effectively communicates with a variety of age groups within a diverse community
 - Creates and communicates via computer
 - 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
 - Practices conflict resolution and/or mediation

Employee Signature:

Date:

Approved by: Senior Minister

Date:

Approved by: Executive Director

Date: