



**Youth Ministry Program Associate
First United Methodist Church of Baton Rouge**

The Youth Ministry Program Associate will support the Youth Minister to execute FUMC Youth Ministry's mission of making disciples by ensuring the planning and success of events that connect youth with Jesus Christ and each other. This person will complete required trainings, meet the Organizational Competencies and fulfill the Core Values of First United Methodist Church. This position reports to the Pastor to Children and Youth at FUMC.

Responsibilities

- Planning and execution of youth ministry annual calendar of events (see below), including bookings, registration, promotion, payment, itinerary, follow up, volunteer management and other needs.
- Assist in maintaining accurate, organized youth ministry records
- Administrative and organizational tasks as needed to support the team ministry of FUMC

Events include but are not limited to: Jump Start Sunday and Big Event, Tailgate, Confirmation and retreat, Great Pumpkin Hunt, All Nighter, Christmas worship, Ski Trip, Mission trips, Mardi Gras Ball, Easter Worship, Graduation Banquet, 2 Fundraisers, What's Up Wednesdays, Vacation Bible School.

Desired Qualities

- Attention to Detail
- Organized
- Self-Starter
- Team Player
- Adaptability
- Growing faith in Jesus Christ

Time Requirements

- Part-time Sunday-Thursday, 20 hours/week.
- Includes Sundays, and staff meetings, as available. Will work around school schedules.
- Opportunity for occasional weekends or week-long trips for retreats or mission trips
- Required Holidays: Christian religious holidays required

Required Trainings: Must pass Louisiana state and national Background Check; complete FUMC Risk Management Training; Louisiana Class D License (if 25+); ServSafe Food Handler Course; Clifton Strengths Finder Assessment



FUMC ORGANIZATIONAL COMPETENCIES AND CORE VALUES

- 1. Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
- 2. Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors.
- 3. Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
- 4. Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- 5. Ethics and Values:** Honors the core values and beliefs of the organization in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors he/she advocates to others.
- 6. Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- 7. Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- 8. Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaries expressions of care.