

## **East Liberty Presbyterian Church**

### **TITLE: Coordinator of Young Adult and Youth Programs**

**PURPOSE:** The Coordinator of Young Adult and Youth Programs will develop and direct a comprehensive program for young adults and participate as a member of the leadership team to provide a comprehensive program for youth at ELPC.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

##### **Young Adults:**

1. Plan and implement young adult classes, events, retreats, service/mission projects
2. Assist young adults in engaging in life of the larger congregation, nurturing the leadership gifts among young adults, and engaging young adults in planning young adult events.
3. Provide outreach to young adults – both visitors and members of ELPC, and reaching out to young adults in the local community.
4. Maintain connection with ELPC students who transition into college. Provide outreach to students in area colleges and universities in order to include them in our ministries at ELPC.
5. Maintain a supportive, sustaining presence in the lives of ELPC young adults.
6. Coordinate publicity for young adult events in Reaching Out, weekly bulletin and other materials.

##### **Youth:**

1. Participate as a member of the leadership team for Club 116 youth program. Be present on Wednesday night for set-up, assistance, lesson planning, facilitation and classroom management. Maintain a flexible attitude that fosters a sense of teamwork with other staff and volunteers.
2. Coordinate dinners for Club 116.
3. Serve as a chaperone for youth events, retreats and mission trips as needed and if available.
4. Serve as Co-Leader of Confirmation Class
5. As appropriate, assure all volunteers have appropriate security clearances and are familiar with child safety guidelines.

#### **QUALIFICATIONS:**

- Experience and comfort working with diverse groups of children and youth – across the lines of race, gender, socio-economic class, ability, sexual identity and age in an urban setting.
- Someone of the Christian faith, with experience teaching progressive Reformed Christian faith and values to persons of all ages.
- Experience as a religious educator – knowledge of scripture and tenets of the Reformed Christian faith; skill planning and teaching developmentally appropriate and engaging lessons
- Organized
- Clear and effective communicator
- Outgoing and engaging, friendly and welcoming toward all.

- Enthusiasm for facilitating spiritual formation in an intergenerational setting – through periodic events that intentionally foster intergenerational community.
- Preferred education: Bachelor's Degree, minimally. Ideally advanced training in Theology and Education.
- Act 33/34 clearances – and any additional screening needed as per Child Safety Policies
- Three or more years experience of Christian Education and Youth Ministry experience

**COMPENSATION:** This part-time position will be compensated with a starting salary of \$18.00 per hour with additional compensation for overnight events/retreats/mission trips.

**ABOUT ELPC:** East Liberty Presbyterian Church has more than 900 members and friends, who attend up to three worship services offered each week and who reflect the racial, economic, age, gender, and sexual orientation diversity of Greater Pittsburgh. The four pillars of our ministry consist of worship, education, spiritual growth, and mission, and our goal is to provide resources in all these areas for people of all ages and singles or families of all types. As it is difficult to summarize the breadth of our Christian ministry and outreach, you are encouraged to learn more about us at [www.ELPC.church](http://www.ELPC.church).

**TO APPLY:** Send resume to Wil Forrest, Director of Church Operations, at [wil@coh.net](mailto:wil@coh.net) or 116 South Highland Avenue, Pittsburgh, PA 15206. Preferred application date is before February 15.

January 15, 2020