

Shadyside Presbyterian Church

Job Description: Temporary Associate (approximately 10-12 hours per week, hours vary through the year).

The Temporary Associate will have a passion for working with youth and their families. Through relational ministries such as worship, small and large gatherings, mission opportunities and social events, the Temporary Associate will develop, schedule and supervise the full range of ministries related to youth.

Description of Youth Ministries: The youth ministries of Shadyside Presbyterian Church include students in 6th-12th grade.

Essential Functions of the Position

- Design, implement and continue to build upon existing youth programs that integrate relationship building, worship, spiritual formation and mission opportunities
- Collaborate with the youth committee, senior high and middle school teams to develop opportunities for youth ministries and oversee the creation and maintenance of the youth ministries areas budget
- Responsible for youth Sunday School and youth group programming and implementation thereof
- Develop and train students and adult leaders who wish to participate in the planning and execution of student and church-wide ministries, particularly but not limited to the annual mission experience
- Collaborate with church staff and key lay leaders to integrate the youth ministry with the overall life of the church
- In conjunction with the youth committee, oversee the creation and maintenance of the youth ministries areas budget
- Maintain adequate and appropriate communication with students, parents and the church regarding student ministries. Communicate with the congregation and community via church media (i.e. bulletin, website, newsletter etc.) and other avenues. Use social media and technology effectively and appropriately,
- Participate in worship leadership two or more times each month
- Preach monthly at Wednesday evening vespers

Core Competencies of the Position

Ministry planning: Demonstrate abilities to plan and coordinate diverse ministry opportunities including small group studies, large group gatherings, retreats, mission opportunities and fellowship and social events. Express a vision for the youth ministries, work to bring others alongside the vision and maintain a commitment of striving towards the vision.

Interpersonal Skills & Volunteer Management: Demonstrate enthusiasm and initiative when interacting with the staff, congregation and community at-large. Possess the ability to identify and solve problems, handle conflict and engage in honest conversation. Provide direction, gain commitment, facilitate change and achieve results through the efficient, creative and responsible use of volunteers. Work well with church staff, congregation members and volunteers. Ability to manage and motivate volunteers. Amenable to supervision.

Communication skills: Possess the ability to express thoughts and feelings openly, authentically and theologically. Use social media and technology effectively and appropriately. Willing to communicate with youth, parents and the congregation via church media (i.e. bulletin, website, newsletter, etc.) and other avenues. Possess the ability to identify and solve problems, handling of conflict and engage in honest conversation.

Integrity and Trust: Is seen as trustworthy by others. Practice direct, honest and transparent communication. Keep confidences. Admit mistakes. Operate with no hidden agendas. Respond to situations with constancy and reliability.

Administrative skills: Understands basic budgeting and planning. Willing to provide oversight of youth budget including the annual fundraising events.

Technology: Competent with Microsoft Office (Word, Excel, PowerPoint, Publisher, etc.). Willing to learn and engage any unfamiliar technologies, as needed.

Goals of the Position

Shadyside Presbyterian Church understands that this job description provides the essential functions and core competencies of the Temporary Associate. This document does not offer an exact list of events, schedule and programs Temporary Associate must follow. Instead, specific events, programs and goals will be established by the Temporary Associate in conversation with the church staff.

A Successful Candidate Will Have

- Passion for walking alongside young persons in their faith journeys
- Vision for the growth of students' faith and for the growth of the student ministries
- Master of Divinity and ordination in PCUSA required
- Experience leading and/or working with youth ministries
- Agree to a background check

Report: Senior Pastor, Human Resources Committee

Hours/Compensation: Average 10-12 hours/week; \$17-20,000 annually (no benefits)

Office Space: Office space with computer provided in the church office

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