

**Irvine United Congregational Church**  
**Job Description: Youth Leader/Coordinator**

**Summary:**

This position works with the youth of the church in grades 4th through high school. The Youth Group Leader/Coordinator plans, promotes, and leads programs within the two different youth groups currently formed. The Youth Group Leader also works with the Jr. and Sr. High Youth during Sunday school each week while coordinating volunteers for Youth Sunday School and Youth Group. This person reports to the Director of the Ministry of Young People and/or Senior Pastor. The MYP Director works with and supports the person in this position with any direction and support needed.

**Duties and Responsibilities:**

1. Plans, promotes and implements the Youth Group Events for:
  - Junior Youth Group (4th-6th grades) once a month
  - Jr. & Sr. High Youth Group (7th-12th grades) weekly
2. Works with MYP Director and/or Pastor to develop curriculum for Jr. & Sr. High Sunday School.
3. Purchases supplies for Youth Group Events and monitors expenses and works within budget.
4. Creates and monitors communications with youth and parents, including e-mail, USPS, church publications (bulletin, newsletter, website) and phone access that facilitates necessary contact.
5. Coordinates schedule of Youth Group Activities with Church Administrator according to the master calendar.
6. Recruits adult volunteers for events using prudent guidelines according to IUCC's Child Protection Policy. Sets up carpooling for events as needed.
7. Networks with other like-minded progressive Christian churches to coordinate activities such as once a month gatherings, and/or Pilgrim Pines camp experiences
8. Reports progress to MYP Director and/or Senior Pastor.
9. Time Requirement: NO MORE than 10 hours per week – 48 weeks a year.

**Qualifications:**

1. Understands IUCC's theology and demonstrates own spiritual understanding
2. Clear communicator of plans and expectations for Youth Groups both in written and verbal formats.
3. Demonstrates ability to be developmentally appropriate to the needs of pre-teens and teenagers, including boundaries with youth at all times.
4. Physically fit to lift up to 30 pounds.

Rate of Pay: \$15-18 commensurate with experience

Applicants please sent resume to [iucc@iucc.org](mailto:iucc@iucc.org)