

YOUTH ACTIVITIES COORDINATOR

The youth activities coordinator is responsible for planning, coordinating and overseeing activities for teens to promote fun, fellowship, spiritual development and ministry involvement.

Ministry Area/Department	Youth
Position	Youth activities coordinator
Accountable To	Youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Pastor/shepherd • Administration • Teaching
Talents or Abilities Desired	Good planning and organizational skills • Good role model • No criminal record
Best Personality Traits	Leader-analyst • Dependable
Passion For	Organizing activities and promoting a sense of unity and fellowship among teens
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four to eight hours a month
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Plan special weekly activities for teens. Vary the types of activities from:
 - a. Our activities—fun and fellowship for teens who are regularly involved in our youth program;
 - b. Outreach activities—fun activities for reaching out to unsaved or unchurched teens, building relationships and presenting the gospel;
 - c. Others activities—ministry opportunities for teens to use their spiritual gifts and talents in Christian service.
2. Maintain contact with youth missions coordinator to plan missions activities.
3. Develop and maintain a youth activities calendar. Every youth leader and teen and the administrative secretary should receive a copy of each month's activity calendar.
4. Recruit volunteers to become youth activities assistants to help oversee and carry out weekly activities; rotate volunteers to serve every other week, once a month or with specific types of activities.
5. Meet with youth activities assistants once a month to review the upcoming month's activities and provide training as necessary.
6. Develop/provide travel activities permission slips for parents to complete and sign, containing emergency information; keep these on file and take copies with the group when traveling. Check with church's insurance company regarding a proper liability release statement.
7. Pray for guidance and direction and for great spiritual results from the activities.