



Grace Lutheran Church

1300 Kishwaukee Valley Road

Woodstock, IL 60098

www.gracewoodstock.org

(815)338-0554

Job Title: Director of Youth Education

Accountable To: Lead Pastor

Position Status: Part-time --The position requires flexibility in hours available for work, including evenings and weekends. The position is a part-time salaried position. The hours required during any given week are those needed to fulfill the responsibilities of the position and will vary at different times of the year. The expectation is approximately 20 hours per week on average.

Summary of Position:

The role of Director of Youth of Education will be to provide leadership and direction to our youth up through high school. This position will collaborate with the pastor, staff, and lay teachers in the congregation to develop programs to help the youth to grow in faith and love.

Goal:

The goal of this ministry is to guide our youth as they grow in their Christian identity, as they develop the ability and desire to connect their faith with everyday life, as they begin to discern a sense of calling, and as they become equipped to live out their baptismal promises.

Essential Duties and Responsibilities include the following. Other responsibilities may be assigned.

- Volunteer Coordination
 - Recruit and maintain a core group of lay teachers for all Sunday school classes.
 - Assist the Pastor in coordination/recruitment, development and care of all aspects of confirmation.
 - Assist the Pastor with confirmation camp coordination including registration fee collection.
 - Assist the Pastor in choosing appropriate curriculum for all education offerings.
 - Coordinate annual Vacation Bible School.
 - Collaborate with the Christian Education Team at their monthly meetings along with other ministries of Grace Lutheran to foster intergenerational relationships and active participation in the faith community.
 - Oversee background checks.
- Communication Development
 - Manage all communication coordination for Sunday school and other educational offerings.
- Educational Supply Management
 - Manage & purchase (as budgeted) the necessary material needed for all educational offerings.
 - Provide budget recommendations for all educational offerings.
- Self-Development & Missional Support
 - Attend and participate in ministry staff meetings.
 - Provide feedback on ways to better expand upon the mission of the congregation.

Qualifications:

- Experience in education or working with youth.
- Strong leadership skills to foster a climate of invitation, outreach, welcome, openness, and acceptance.
- Professional work ethic and positive attitude, including maintaining confidentiality.
- Ability to communicate clearly.
- Strong organizational skills to handle multi-tasking and coordinating activities.
- Relational skills with children, parents, and people of all ages and backgrounds.
- Proficient in technology applications.

Education and/or Experience:

High school diploma or general education degree (GED); some college preferred; or one to three years related experience and/or training; or equivalent combination of education and experience.

Additional Initial Hire Requirements:

- Pass a background check.

If interested:

Please submit a cover letter and resume to jobs@gracewoodstock.org; applications accepted through May 20, 2022. If selected for an interview, we will request references.