

Youth Director & Administrative Assistant. Assumption Greek Orthodox Church

Definition: The Youth Director will lead the Youth Ministry programs of Assumption under the guidance of the parish Clergy and the Director of Ministries.

Mission: Youth Ministry programs of Assumption Greek Orthodox Church are to equip the youth and young adults to encounter Christ, embody His Church, and to engage the world in His Name. The ministry is Eucharist-centered, relational, and project-based. Priorities include growing participation, learning about relevant and practical topics, and engaging in worship, service, and fellowship.

Youth Director Responsibilities

- **Youth Director: *Ministry Design and Integration of Best Practices.*** Partner with clergy and the Director of Ministries to improve upon existing programs and launching new ones.
- ***Calendar Management.*** Develop, manage, monitor, and communicate program calendars and content to drive participation.
- ***Accessibility.*** Be available to meet with individual youth on a personal, face-to-face basis.
- ***Logistics Management.*** Assist in making all necessary arrangements (discussions, transportation, speakers, food, etc.) and notifying coordinators, parents, youth and young adults, as required.

Ministry Focus Areas

1. Youth Ministry

Under the guidance of the clergy and the Director of Ministries lead the following Youth Ministry Programs and develop a Youth Ministry Team to assist in implementing programs.

- First Fridays, Sr. GOYA, YAL, Sunday School, Altar Boys, Epistle Readers, Oratorical festival, Greek Dance, VBS, All Saints Camp, Campus Ministry

Hours

This is a part-time position that will require approximately 20 hours per week

II. Youth Administrative Assistant: (George Miller)

- Provide Administrative assistance to the Youth Director as needed.
- **Social Media and Ministry Marketing.** Originate and execute strategies to guide youth program rollout and drive growth that is in keeping with the vision and values of AGOC.
- Oversee implementation of and maintain the parish-based compliance of the Greek Orthodox **Archdiocese Policies for the Safety of our Youth and Children.**

- **Budget Management.** Work with the Parish Council Treasurer to develop, submit, manage, and regularly report on an annual youth ministries budget.
- **Maintain regular communications** through bulletin, the website, social media, and personal contact. Develop regular updates to the clergy and parish council that are objective, future-focused, and balance qualitative and quantitative data.