

Job Title:	Associate for Youth Ministry	Job Category:	Contract
Department/Group:	Penn West Conference	Travel Required:	Yes
Location:	Penn West Conference Office	Position Type:	Part –Time Position, hours will vary; approximate average is 10 hrs./wk.
Level/Salary Range:	\$629 per month, plus mileage, registration fees, and expenses for youth events.	Date posted:	December 1, 2018
Direct Contact:	Rev. David Ackerman	Posting Expires:	
FAX OR E-MAIL: (724) 834-0324 or david@pennwest.org Subject Line: Associate for Youth Ministry Attention: Rev. David Ackerman		MAIL: Penn West Conference, UCC Attn: Rev. David Ackerman 312 S. Maple Ave, Suite PWC Greensburg, PA 15601	
Job Description			
ROLE AND RESPONSIBILITIES The role of the Associate for Youth Ministry is to be an advocate for youth inclusion and participation in the life of the Penn West Conference. <ul style="list-style-type: none">• Promote events to and for youth in the Penn West Conference to include but not limited to conference, regional, national events and mission opportunities.• Nurture connections with those planning such events.• Promote and coordinate financial resources and fundraising activities.• Coordinate the logistics of all events including but not limited to travel and supervision of chaperones.• Be a presence and consultant to local churches, associations and the conference.• Show an awareness of appropriate boundaries and safe practices in relationships with youth.• Maintain certifications for PWC volunteers working with youth.			
QUALIFICATIONS AND EDUCATION REQUIREMENTS Preferred Skills: The Associate for Youth Ministry needs to be organized, responsible and self-motivated and possess the following specific skills: <ul style="list-style-type: none">• The ability to understand, motivate and encourage youth in grades 6-12.• Be an active member of a local church within the Penn West Conference.• An understanding of and appreciation for United Church of Christ polity and practices.• Work well as a leader and member of teams.• Be proficient in the use of technology including but not limited to social media and office productivity software.• The ability to keep accurate records.• Provide copies of all relevant PA state clearances.• Flexibility in schedule.			
ADDITIONAL NOTES			
CANDIDATES MUST BE 21 YEARS OF AGE OR OLDER TO BE CONSIDERED FOR THIS POSITION DUE TO THE SUPERVISION OF YOUTH PARTICIPANTS REQUIRED.			
As the Associate for Youth Ministry you will be accountable to the Conference Minister, the Associate for Youth Ministry Team, and the Penn West Conference Board of Directors. Evaluations will be conducted by the Associate for Youth Ministry Team and the PWC Personnel Committee.			

