

<b>Job Title:</b>	Associate for Youth Ministry	<b>Job Category:</b>	Contract
<b>Department/Group:</b>	Penn West Conference	<b>Travel Required:</b>	Yes
<b>Location:</b>	Penn West Conference Office	<b>Position Type:</b>	Part –Time Position, hours will vary; approximate average is 10 hours/week
<b>Level/Salary Range:</b>	\$629 per month, plus mileage, registration fees, and expenses for youth events.	<b>Date posted:</b>	December 3, 2018
<b>Direct Contact:</b>	Rev. David Ackerman	<b>Posting Expires:</b>	January 18, 2019

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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.

- Promote events to and for youth in the Penn West Conference to include but not limited to conference, regional, national events and mission opportunities.
- Work in conjunction with the Annual Gathering and Meeting Planning team to coordinate the youth component.
- 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:

- 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.

