**Westdale United Church**

**Job Description - christian education YOUTH LEADER**

**Position Summary:**

Provide engaging faith-based studies and activities at Sunday Services for youth who are in Grades 6 and up. Lead and/or facilitate activities for the Senior Class in addition to Sunday Services (may be bi-weekly with some exceptions).

**Primary Areas of Responsibility:**

**Weekly**

* Follow the curriculum provided by the Christian Education Co-ordinator
* Plan, prepare and deliver Youth Class Program each Sunday according to the Kids’ Club Sunday schedule

**Ongoing**

* Consult with the Minister regarding planning, preparing and delivery/facilitation of Youth Group planned activities (up to 10 weeks, potentially evenings)

**Seasonally**

* Incorporate or align seasonal and/or spiritual calendar of themes and celebrations in Youths’ program, with direction from the Christian Education Co-ordinator (eg. Christmas presentation)

**Expectations:**

1. Work under the direction of the Christian Education Co-ordinator.
2. Demonstrate independence, initiative and collaboration as a staff team member
3. Ensure timely communication with Christian Education Co-ordinator and/or Minister regarding any challenges or personal issues that impact your responsibilities
4. Promote values that align with the United Church of Canada
5. Ensure that any planned activities or materials needed to be purchased, are approved in advance by the Christian Education Co-ordinator
6. Communicate effectively, (including parental permission for out-of-church activities) and in a timely manner, with parents/guardians of Youth Group students regarding scheduling and activities
7. Demonstrate effective leadership, organizational skills and flexibility
8. Provide leadership and collaboration to any volunteers that may assist with programs and activities.
9. Submit work invoice to Christian Education Co-ordinator as directed
10. Maintain a positive relationship with congregational members
11. Receive, consider and take appropriate action relative to constructive feedback
12. Participate in the ongoing assessment of this role of Education Youth Leader with the Christian Education Co-ordinator and the Minister, to ensure the mutual benefit of all
13. Ensure that you have reviewed the required workplace policies (eg. Health and Safety, Sexual Harassment)

**Personal Attributes:**

* demonstrate initiative, leadership and creativity
* be friendly and approachable
* show appropriate judgement and problem solving skills
* demonstrate strong interpersonal and communication skills
* be knowledgeable of and understand Youth Group typical developmental stages
* interact with children empathetically and kindly
* demonstrate appropriate behaviour management

**Qualifications and Skills:**

* have completed a secondary highschool education and have previous experience working with youth in some capacity
* show an interest or talent in any of the following; music (vocal/instrumental), drama, art, cooking, outdoor education, crafts etc.
* submit a current (6 months) Police Criminal Record Check with Vulnerable Sector Screening

**Reporting Relationships:**

* report to Christian Education Co-ordinator
* submit work invoice to Christian Education Co-ordinator by the last Sunday of each month

**Term of Employment:**

* September 2019 to June 2020
* Position will have a 3 month probation with review at end of 3 months.
* Potential renewal of this position pending budget and church needs
* Position will be posted (pending approval) each year and the incumbent must re-apply

**Reimbursement:**

* Approximately 21 hours per month at $15.00/hour (includes planning time, Sundays and bi-weekly activities)

**Job Description Created:** June 2019