



Norway Grove Memorial Lutheran Church

820 River Road DeForest, WI 53532

608-846-9711

www.norwaygrove.com

Job Description | Youth Coordinator, High School

This role has the responsibility for facilitating and supporting High School age youth ministries programming. The Education Coordinator works closely with the congregational pastor, other Youth Coordinators, Music Director and Volunteers. This role reports to the Pastor.

The job requires a commitment of 20 hours/month, which may include Wednesdays, some Saturdays or Sundays and prep time before activities. During a year where there is a National Youth Gathering, the coordinator may work additional hours approved, due to the need for extra coordination, fundraising activities and travel. Regular check in meetings with the Pastor and other Youth Coordinators are required at least twice per month. Compensation is \$12-15/hour. Employment is offered pending results of background check. This position is seasonal each year, running from first week of August through the first or second week of May. Additional summer opportunities may be available.

Position Responsibilities

- Select and implement activities appropriate for High School age youth, at least once per month.
- Lead High School Youth Program
- Organize and promote activities that encourage community involvement with current and potential members
- Meet twice per month w/Pastor & other Youth Coordinators
- Responsible for budget line item
- Assist Middle School Coordinator with coordinating and chaperoning annual Youth Quake gathering
- Lead, fundraising, coordinate and chaperone triennial ELCA National Youth Gathering

Qualifications

- Ability to establish relationships with youth of age which applying for.
- Ability to communicate with parents and others in the congregation
- Demonstrate leadership by coordinating and training lay leaders along with effectively handle conflict resolution
- Passion for youth ministry
- A desire to see the youth grow and to help cultivate their faith
- Strong organization, planning, and communication skills are a must
- Foundational knowledge of Lutheran teachings is desired
- Ability to maintain confidentiality