

## **Job Description: Youth Coordinator**

### **Position Overview:**

The Youth Coordinator (YC) supports the purpose and programming of the Children, Youth, and Family Team (CYF) in conjunction with the core values, mission, and vision of Grace Lutheran Church (GLC). The YC collaborates with the leadership, planning, communication, implementation, and evaluation of GLC's youth educational programs, and executes specific responsibilities at ten hours per week, in a nine-month stipend position, from May-January.

### **Our Core Values:**

- + Faith
- + Christ-centered Community
- + Service

### **Our Mission:**

To boldly live out our faith in Jesus through worship, fellowship, and service to God and our neighbor, here and around the world.

### **Our Vision:**

Guided by prayer and the inspiration of the Holy Spirit, Grace Lutheran welcomes people of all ages and backgrounds, to be fed and forgiven as we meet Jesus at the table, and to participate together in making Jesus known to all.

### **Essential Duties and Responsibilities:**

- Work with Grace staff and the CYF Team to plan and implement CYF programs
- Assist with communication of CYF programs and ministries
- Assist with recruiting volunteers to help with CYF programs and ministries
- Work with CYF Team to order BLAST curriculum and supplies each quarter
- Oversee youth program registration, including data entry and filing documentation
- Attend monthly CYF team meetings on the first Monday of the month at 5:30pm

### **Education and experience:**

- High School diploma or equivalent
- Skills in relationship building with youth and families, volunteer recruitment, and teamwork

- Proficient in Microsoft Office Suite, Google Docs, Facebook, Email, and online survey and volunteer sign-up tools

**Physical Job Requirements and Working Conditions:**

- Independent worker with time spent using office computer and working from home
- Being able to comfortably move around and interact with the public as needed

**Expectations:**

- Complete responsibilities in a timely fashion to be able to plan ahead
- Work well with a variety of ages
- Develop respectful and cooperative working relationships with co-workers, listen well, and respect viewpoints different than own
- Inform Senior Pastor of all important matters pertaining to assigned job responsibilities
- Meet with the Pastors monthly
- Represent the church in a professional manner
- Maintain confidentiality
- Write a yearly report for annual meeting report
- Complete a yearly check in with the Senior Pastor and Personnel Team Chair
- Complete background check

**Compensation:**

This is a 9-month stipend position requiring 10 hours per week. Compensation is \$18 per hour, not to exceed \$6,000 in the 9-month period. Some weeks may require more hours than others, making this a flexible position, with the ability to work some hours from home.

**Application:**

To apply, please click the Employment tab on our website: [www.gracelutheranchurch.org](http://www.gracelutheranchurch.org). Applications are being received through February 15, 2026.