

St. Luke's Episcopal Church, Park City

Job Description – Youth Director

(Revised January 19, 2026)

Position Title:	Youth Director
Status:	Permanent Part-time
FLSA Classification:	Exempt
Department:	Formation/Administration
Reporting Relationship:	Rector/Parish Administrator
Screening/Training Requirements:	Successfully complete Safeguarding God's Children and Safeguarding God's People training. Successfully pass background screening.
Minimum Qualifications:	Four-year college degree; youth ministry experience; strong communication and interpersonal skills; strong technology background.

Position Summary

Under the supervision of the Rector, the Youth Director is responsible for developing, implementing, growing, maintaining and evaluating programs and activities for the youth of St. Luke's Episcopal Church which foster their faith, deepen their spirituality, provide opportunities to live their faith in the world and build Christian community including fostering adult leaders and mentors, as well as growing a culture that promotes a connection between the youth and adults of the parish.

Responsibilities

Program Leadership

- Work with the Vestry, Rector, Parish Administrator, youth leaders, volunteers, and parents, and other appropriate parties to establish a clear vision, mission and values for the youth and young adult programs which aligns with and fosters the mission and vision of the parish.
- Establish annual program goals and strategies based on the program mission and vision, and regularly monitor and measure progress toward achieving those goals.
- Plan and implement an annual program of youth and young adult worship and formation activities; recreational and service events; mission and outreach activities; and group gatherings which are consistent with and foster the mission, vision and values of the parish.

Volunteer Leadership & Development

- Work with the Rector and Vestry to cultivate, recruit, and support adult leaders to serve as volunteers in youth formation.

- Cultivate, recruit, train and support adult leaders, mentors and volunteers to provide program and administrative support.
- Ensure all youth and young adult program volunteers are properly screened and supervised and act according to the guidelines prescribed in Safeguarding God's Children and People.
- Provide regular and timely communication to all program volunteers, as well as the resources necessary to fulfill their roles.

Youth Outreach

- Develop and implement a communication strategy and plan to ensure timely and appropriate communication to all youth ministry stakeholders
- Maintain regular contact with youth and their parents through e-mail, social media, phone calls, and face-to-face meetings.
- Ensure that the St. Luke's website is up to date with all pertinent information and forms related to youth and young adult ministries.
- Create and distribute publications for youth and young ministries including: brochures, calendars, registration and permission forms, and event promotional tools
- Create and engage a St. Luke's Youth social media (Facebook, Instagram, etc.) page regularly

Administration

- Maintain accurate records of youth young adult attendance and participation.
- Develop and implement a process to welcome newcomers and visitors and give them information about our youth young adult ministries.
- Maintain a roster of youth and young adult prospects, visitors and participants.
- Work with the Parish Administrator to develop and manage annual youth and young adult ministry budgets.

Pastoral Support

- Proclaim the gospel to our youth and young adults through word and deed, and encourage and equip other adults from the congregation to do the same.
- Meet regularly with clergy and volunteer leaders for theological reflection and to discern how God is at work in our community.

Disclaimer

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

To Apply

Please send a cover letter, resume, and list of three references to beckie@stlukespc.org