

Youth and Children's Ministries Director

Location: Fairwood Community United Methodist Church (FCUMC), Renton

Job Type: Part time – 20-25 hours per week

Salary and working hours:

Flexible, totaling 20-25 hours per week - Annual salary \$32,500

- In office hours:
 - Sunday evenings from 3:30 - 6:30 (youth group is 4:00 - 6:00)
 - Sunday mornings before, during and after church
 - Attend Youth and Children's Council meetings (monthly)
 - Attend Church staff meetings as needed

Overview

FCUMC is a vibrant, reconciling congregation on a mission to build community through Christian faith, fellowship, service, and social justice where all belong. We currently have an active youth and children's program with regular attendees we are looking to grow.

The Role

The Youth and Children's Ministries Director (YCMD), in collaboration with our volunteers, will plan and facilitate a growing youth group program for the middle school and high school ages (6th - 12th grade) as well as oversee Sunday school and seasonal activities for preschool - 5th grade aged children.

Responsibilities

- Recruit, equip, and support volunteer teachers and youth leaders for Sunday School and youth programming, cultivating a community of care, collaboration, and faith formation
- Co-lead youth group with the volunteer leaders.
- Order, prepare, and maintain curriculum materials for children and youth, ensuring alignment with United Methodist values and age-appropriate learning goals.
- Plan overnights, retreats, and beginning/end of the year youth events.
- Engage new families and visitors by providing a warm welcome, gathering essential information, and helping them connect to the church's ministries.
- Reaching out to and collaborating with other local churches to organize combined activities including conference level events.

- Coordinate attendance tracking with Sunday school teachers and youth group leaders ensuring accurate numbers are reported to the Volunteer Coordinator (paid staff position).
- Coordinate (with volunteer help) youth/children fundraising events (wreaths, Parents' Night Out, Chili Cook Off etc.)
- Greet and engage with church event attendees (congregation and broader Fairwood community) to recruit volunteers/families to help grow our program.
- Plan and implement monthly or seasonal events for children and youth (e.g. movie nights, service projects, retreats, or holiday activities such as the Easter egg hunt) that foster spiritual growth, friendship, and fun.
- Adhere to Fairwood UMC policies and procedures, including those outlined in the FCUMC Employee Handbook, and model healthy boundaries, accountability, and professionalism in all work.

Qualifications & Skills

Required:

- Experience coordinating, leading, and overseeing youth ministry programs (paid or volunteer.)
- Have a friendly outgoing personality with good verbal and written communication skills
- Relate well with children and youth and have a desire to encourage their spiritual growth
- Be well organized and dependable

Working relationships

- The YCMD will report to the Pastors and SPRC and will also work with the Youth and Children's Council.
- The YCMD will recruit volunteers from the church community for youth and children's events and give their information to our VC who will send reminders etc.
- Work closely with the volunteer youth leaders who will continue to co-lead youth group
- The YCMD will keep our VC aware of any upcoming events so the VC can send communication to the church community via email, newsletters, and social media.

How to Apply

Email resume and cover letter to youthandchildren@fairwoodumc.org