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| Job Title: | Youth Director | Job Category: | Staff |
| Location: | Sturgeon Valley Baptist Church | Travel Required: | Within city area primarily |
| Reports/Accountable to: | Associate Pastor of Discipleship and Family ministry | Position Type: | Part Time (20 hours/week). Hourly |

Job Description: The Youth Director is a part-time role dedicated to leading the youth ministry at Sturgeon Valley Baptist Church through the planning of vibrant weekly events and the strategic coordination of communication and curriculum. This position focuses on mentoring a student leadership team, managing administrative operations, and providing Christ-centered care in alignment with church mission and safety policies.

List of Primary Duties (approximate percentage of time required per week) - Overview

1. **Planning and coordinating all SVBC youth events** (weekly and monthly) through the school year (40%) including:
 - Curriculum selection and planning for the school year
 - Facilitate and participate in weekly and monthly youth gatherings
 - Manage preparation and organization for events, activities, lessons, messages, and leader coordination etc.
2. **Communications** (30%)
 - Communicate regularly with parents, youth leaders, and students using multiple formats (e.g. email, text, socials, print)
 - Manage advertising and create social media posts for upcoming youth events
3. **Administration** (20%)
 - Recruit, train, and lead the youth leadership team
 - Collaborate with the Pastor of Discipleship and Family Ministry and the youth leadership team to ensure smooth ministry operations and strategy implementation
 - Prepare the annual youth ministry budget and track expenses to ensure alignment with church finances.
4. **Care** (10%)
 - Provide care and time to youth and other congregation as needed to council, build up, and encourage (Adhering to Abuse Prevention Policy guidelines when interacting with minors).
 - Meet with the youth leadership team regularly to pray, train, coordinate, and provide ongoing mentorship.

List of Other Duties

- Be familiar with and implement the Abuse Prevention Policy in the context of the youth ministry.
- Assist as needed for Sunday services, including specific youth-focused services (e.g., Grad Sunday or Youth 'Takeover' services).
- Communicate with the office and staff to coordinate events within the larger church calendar.
- Participate in general staff meetings or church-wide events as requested.



- Perform other duties as assigned by the Associate Pastor of Discipleship and Family Ministry to support the broader goals of Sturgeon Valley Baptist Church.

Skills/Qualifications:

- 1 Timothy 3:1-7 and Titus 1:6-9 describes the required character qualifications of a Youth Director
- Having a strong and aligned theological background with our Mission/Vision statements, our Statement of Beliefs and Membership Covenant is required
- Agreement with Sturgeon Valley Baptist Church directional and policy statements, constitution, employment policy and Philosophy On Worship document (available on request) is required
- Abuse Prevention Plan certification is required (in-house training)
- Demonstrates love/joy for the Lord – an unquestioned and vital commitment to Jesus Christ as Saviour and Lord and an ability to lead the youth well
- Post-secondary training in youth ministry or teaching would be an asset
- Basic administrative and computer skills are required
- Ability to multi-task and manage several issues in parallel is preferred
- Excellent interpersonal skills, including an ability to communicate well both verbally and in writing is required

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| Reviewed By: | Justin Morris | Date: | May 6, 2026 |
| Approved By: | Deacons | Date: | May 19, 2026 |
| Last Updated By: | Justin Morris/Rene Huellstrung | Date: | May 6, 2026 |