

Dayspring Presbyterian Church
11445 40th Avenue,
Edmonton, Alberta T6J 0R4
Phone: 780-435-3111
Admin@dayspringchurch.ca

POSITION DESCRIPTION

Under the direction of the Minister and supervised by the Youth Coordinator, the Dayspring Assistant Youth Coordinator is responsible for assisting in the youth activities in the congregation and attending to the youth needs of the congregation.

All provisions of this position description are subject to the regulations of the Presbyterian Church in Canada (PCC) – in particular to regulations having to do with “Leading with Care” and other policies of the PCC as found at <http://www.presbyterian.ca/resources/online/142> and to the directives of the PCC *Book of Forms*, s. 112.7 regarding the “professional church educator.”

Incumbent: Vacant at present

Reporting Structure: This position reports to the Youth Coordinator of Dayspring Presbyterian Church.

Duties:

- The Assistant Youth Coordinator will be responsible for one youth program and will assist the Youth Coordinator in running one other youth program. The particular programs for which this position is responsible will be assigned by the Youth Coordinator in consultation with the Minister. Possible youth activities might include programs such as Kid’s Club, youth and young adult programs, provide religious education, spiritual guidance and moral support as needed and be involved in special missional and community support programs.

Training, Benefits and Other Remuneration:

- The Assistant Youth Coordinator role is a part time position. It is intended to be an average of 10 hours per week. Hours are set to meet church requirements and may require additional time to meet deadlines. Compensation for hours worked beyond the agreed 10 hours per week must be approved in advance by the Minister.
- Salary will be \$15.00 per hour.
- Salary will be reviewed annually, normally in October, to determine if changes are required.
- Some youth activities are in the evenings or on the weekend and should be scheduled to meet the needs of the youth and the Assistant Coordinator.
- Training and development courses will be discussed with the Youth Coordinator, Minister and the Worship Ministry Committee who will authorize and approve expenditures as required, subject to approved budgets.
- Reasonable out-of-pocket expenses will be reimbursed, subject to approval by the Youth Coordinator and Minister.
- An allowance will be provided for use of a personal cell phone on Dayspring business.
- Other benefits such as sick leave, bereavement leave, etc. are governed by the respective Dayspring policies.
- Annually (usually in June), the Assistant Youth coordinator will meet with the Dayspring Human Resources team to review this job description to determine if changes are believed necessary.

Communications:

- The Assistant Youth Coordinator will use the specific e-mail address assigned to this position for all e-mail communications related to church business.
- Youth under 18 years old are minors and communication with and permission from the parents is required for all activities.

Qualifications:

- Theologically and spiritually mature.
- Desire to see youth grow spiritually and socially in the congregation and the wider Church.
- Ability to work with and relate to youth of different ages
- Able to effectively communicate orally and in writing
- Able to work well with others
- Time management skills; organized
- Works independently and/or as part of a team.
- Knowledge/expertise with appropriate software applications.
- Self-motivated and initiative taking

Confidentiality

The Assistant Youth Coordinator will not disclose information to third parties about the Minister, Staff members, or congregational members or adherents. However, the Assistant Youth Coordinator will not keep secrets – rather will be guided (as is appropriate to the situation) by the Youth Coordinator, Minister, Session Clerk, and/or Human Resources Committee Chair concerning how to manage any sensitive information.

Timeline and Hiring

This position is available immediately and once a suitable candidate is hired, the position will be closed. Questions can be directed to the Youth Coordinator, Shane Johnson.

Applications may be submitted to either people below:

Shane Johnston (Youth Coordinator)

Phone: 587-335-1410

youth@dayspringchurch.ca

Nick Nation (Human Resources Committee)

drnation@telus.net