

# Westside Youth Coordinator

## Principal Function

To support the Director of the Pacific Crossroads Church Youth Ministry by discipling and caring for female students and female youth leaders in West LA, developing a youth ministry program to support the Downtown Worship Service, and assisting in the planning and administration of Pacific Crossroads Youth activities.

## Specific Responsibilities

### Caring for Female Students

- Build Christ-centered care relationships with female students who are part of Pacific Crossroads Church's Youth Ministry by
  - Regularly attend Sunday morning Youth classes at our Santa Monica services, including the 9am Preteen class and the 11am Jr. High class
  - Attend other Crossroads Youth activities, including the Spring Sling, Capture the Flag, Winter Retreat, etc.
  - Meet with students one-on-one or one-on-two during the week
  - Attend extracurricular activities the students are involved in

### Discipling Female Students

- Lead a discipleship group for 4-6 female high school students, which requires:
  - Preparing relevant, Christ-centered lesson from the Scriptures, ensuring alignment with Pacific Crossroads beliefs
  - Leading a weekly or bi-weekly group meeting
  - Meeting one-on-one or one-on-two with each student once a month
- Recruiting, Training, and Caring for Female Leaders and Volunteers
  - Work alongside the Director of Youth Ministry to identify and recruit mature Christian women to serve as leaders with the Youth Ministry
  - Assist the Director of Youth Ministry in training and equipping youth leaders to disciple and care for the youth of our community
  - Work alongside the Director of Youth Ministry in developing Christ-centered care relationships with female youth leaders
- Develop Ministry to Youth at Downtown Service
  - Teach a Preteen class at the Sunday Evening service in downtown Los

Angeles, beginning in Fall 2016

- Recruit and train youth leaders to serve the youth who attend the Downtown service

### Administrative Support

- Attend weekly meeting of the Pacific Crossroads Youth Team
- Support the Director of Youth Ministry in the planning and administration of all aspects of the program, including:
  - All communication to parents and students
  - Planning a fall and spring retreat
  - Planning a summer mission project or summer retreat
  - The implementation of all screening and safety policies
  - Classroom set-up and take-down

### **Additional Responsibilities**

- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation
- Perform duties and responsibilities in a manner to glorify Christ and further the mission and ministry purposes of Pacific Crossroads Church (Colossians 3:23,24)
- Strive to maintain the peace of the church by resolving conflicts biblically
- Be available to work weeknights and Saturdays as needed and 8am – 1pm and 4pm – 7pm every Sunday
- Be an active member of Pacific Crossroads Church, or plan to become one within 3 months of employment
- Adhere to all employee policies, as outlined in the Pacific Crossroads Employee Handbook

### **Desired Skills**

- 2-4 years of experience discipling others, ideally working with young adults
- Able to build deep, Christ-centered relationships with teenage girls
- Comfortable teaching youth in both small group and large group settings
- Able to recruit, organize, and lead a team of volunteers
- Able to organize and execute large events such as retreats and monthly youth activities
- Able to manage one's time well and set priorities
- Understand and live your own life in light of the good news of what Jesus

has done

- Able to clearly articulate the good news to others and help them see their lives in light of what Jesus has done

Please submit your résumé to Marie Peterson at [marie@pacificcrossroads.org](mailto:marie@pacificcrossroads.org).