**PACIFIC CROSSROADS CHURCH**

**LEADERSHIP POSITION DESCRIPTION**

Position Title: Youth Coordinator - PreTeen

Reports To: Director of PCC Youth

Hours: Full-Time, Exempt

Date Prepared/Revised: July 2017

**Principal Function**

To lead the Pre-Teen ministry of Pacific Crossroads Church (PCC) and assist the Director of PCC Youth in discipling and caring for the female students and female youth leaders in the Junior High and High School ministries.

**Specific Responsibilities**

Lead PCC Pre-Teen Ministry (Westside and Downtown LA)

* Select curriculum for Pre-Teen classes for the Westside and Downtown LA services
* Recruit qualified men and women to serve as leaders in the Pre-Teen ministry on the Westside and Downtown
* Organize the teaching and activity schedule for the Pre-Teen classes on Sunday (9AM, 11AM & 5PM)
* Conduct regular ministry skills trainings for leaders of Pre-Teen ministry
* Develop other opportunities for Pre-Teens to learn, serve and fellowship
* Oversee the budget for the Pre-Teen ministry

Administrative Support

* Attend all PCC Staff meetings and Planning meetings
* Attend monthly Youth Leadership Team meetings
* 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 at Sunday services

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 PCC beliefs
  + Leading a weekly or bi-weekly group meeting
  + Meeting one-on-one or one-on-two with each student once a month

Caring for Female Students

* Build Christ-centered care relationships with female students who are part of Pacific Crossroads Church’s Youth Ministry by
  + 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

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 volunteer 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 volunteer leaders

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 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 PCC Employee Handbook

Qualifications

* Understands and lives life in light of the good news of what Jesus has done, and is able to help others to do the same
* 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
* 2-4 years of experience recruiting, organizing and leading volunteer teams
* 2-4 years of experience organizing and running group events
* 1+ year of Bible training (preferred)
* Be an active member of Pacific Crossroads Church, or plan to become one within 3 months of employment
* Be available to work weeknights and Saturdays as needed

To apply, send cover letter and ministry resume to: [marie@pacificcrossroads.org](mailto:marie@pacificcrossroads.org)