

**Living Lord Lutheran Church Job Description  
Youth Director**

Supervised by: Director of Operations and Facilities  
Supervises: Youth Volunteers  
Status: Full Time  
FLSA: Exempt

**Summary**

In support of Living Lord's mission, vision and goals:

- Direct and oversee programs for youth in sixth through twelfth grades
- Instill Jesus-centered discipleship in our youth

**Essential Functions – Youth Director**

- Provide leadership and recruit, train, and supervise volunteers for educational, worship and fellowship programs for youth and their families, including:
  - Confirmation class
  - Weekly youth group
  - Youth events 2-3 times / month
  - Retreats
  - Summer trips
  - Leadership Lab Event
  - Youth leadership development
  - Oversee the Growing Young Ministry team
  - Event Planning/ Coordinate planning for youth events.
- Work to ensure that existing programs are sustainable, dynamic and growing.
  - Provide communication and make personal contact with youth and families.
  - Establish and implement annual goals, reviews, and spend plans.
  - Maintain records, operating manuals, and safety procedures.
- Assist in programs such Vacation Bible School and the Parent Connection.
- Envision and develop new programs and events for youth, utilizing volunteer leaders whenever possible.
- Sustain, nurture, and enhance the culture and community of the youth of Living Lord Lutheran Church.
- When volunteer leaders leave or existing programs decline, recruit new leaders or envision new approaches.
- Furnish publicity for ongoing congregational communications, monthly reports to the council representative, and an annual report for the congregational meeting.
- Attend staff meetings. Collaborate with other staff.
- Other duties as assigned.

### Core Competencies

- **Interpersonal relationships:** Develop a positive rapport and foster a caring atmosphere with the youth, parents and volunteers in the youth programs.
- **Knowledge of youth development:** Understand the stages and process of children's cognitive and emotional development to create programs that foster faith formation.
- **Volunteer Management:** Recruits, trains, motivates, organizes, and directs volunteers to establish working teams that support the Youth Director in program and event implementation; demonstrates patience, perseverance and flexibility to engage people in their areas of giftedness and passion.
- **Spiritual maturity:** Grows and sustains personal spiritual health through study of the Word, worship, prayer, sabbath, and mentoring; able to develop youth programs in a manner consistent with ELCA practice and belief.
- **Integrity and Trust:** Practice direct, honest and transparent communication; keep confidences; admits mistakes; and respond to situations with constancy, clarity and reliability.
- **Values:** Honor the mission and vision of Living Lord in his/her choice of behaviors; able to influence others to engage, provide resources and serve; and generate energy, passion and commitment to the mission, vision and core values in others.
- **Verbal and Written Communication:** Ensure that the congregation, council, volunteers and staff are kept informed of relevant information. Able to deliver or write a succinct message clearly, articulately and with emotion and tone appropriate to the context.

### Qualifications and Requirements

- Compliance and "clear" report with background checks done on a regular basis by the church.
- Compliance with Living Lord policies, procedures and the *Employee Handbook*.
- Valid drivers' license and ability to lift 25 pounds.
- Physical ability to attend and lead youth at camps and events.

This job description was endorsed by the Living Lord council in August 2020. Last reviewed on May 18, 2026.