

Youth Discipleship Coordinator

Topeka First United Methodist Church
600 SW Topeka Blvd. Topeka, KS 66603 • (785) 233-8100
forthegoodofthecity.org

Position Description

Overview

The Youth Discipleship Coordinator is a salaried position working at ½ Time. This person works under the direction of the Director of Discipleship to coordinate and lead youth, volunteers, and parents already and not yet connected to Topeka First UMC in the discipling of youth. In performing all duties, this position should be mindful of our discipleship pathways - Worship, Life Group, Generous Giving, Servants, and Storytelling - in living for Christ and the good of the city.

Qualifications:

- Committed to growing in relationship with Christ, pursuing spiritual maturity
- Commitment to Christ's ministry through the United Methodist Church
- High level of people skills, ability to recruit, train, and retain volunteers
- Excellent time management and organizational skills
- Excellent communication skills, verbal and written
- Experience working with and leading youth, volunteers, and/or parents
- At minimum, some college experience is preferred
- Certified in First Aid, CPR, and Safe Gatherings, or completion within 30 days of hiring

Responsibilities:

- Execute weekly, monthly, trimester, and annual youth discipleship events planned by the Youth Discipleship Team (YDT)
- Follow provided curriculum from the Director of Discipleship
- Recruit leaders and volunteers for Middle and High School discipleship offerings
- Communicate with youth, their parents/families, volunteers, church staff, and congregation about the needs, offerings, and strengths of Youth Discipleship
- Manage Youth Discipleship budget and fundraising
- Regular individual parent and youth connections (in person, Zoom, phone call)
- Collaborate with Discipleship Staff, as well as other youth workers in the Topeka District and Great Plains Conference Area
- Continuing Education and Professional Development
- Engage students outside of church activities and offerings
- Lead and serve in worship with youth when possible
- Supervise college interns and qualified paraprofessionals

Reports to: Director of Discipleship

Part-Time: 20 Hours

Compensation: \$20,000-\$22,000 a year (negotiable based on work experience and education qualifications).