



JOB DESCRIPTION

YOUTH MINISTRY PROGRAM ASSISTANT



HOLY TRINITY
LUTHERAN CHURCH



Job Title:	Youth Ministry Program Assistant
Position Type:	Part Time – Hourly – 2-3 hours per week
Supervisor: Youth Minister Job Description	
<p>RESPONSIBILITIES OF THE YOUTH MINISTRY PROGRAM ASSISTANT (POSITION DESCRIPTION AND BIG PICTURE VIEW)</p> <p>In this part-time position, the youth ministry assistant of Holy Trinity Lutheran Church [HTLC] will serve young people in the K-5th range through effective Christian education programs and by fostering positive relationships among peers and with the wider congregation. Primary responsibilities will be to</p> <ul style="list-style-type: none"> • Teach and implement Christian education and related activities developed by the Youth Minister that build up the children of Holy Trinity in faith and fellowship. • Lead Christian education program in classes and activities with children, in the following programs: ECHO (grades K-2nd) and/or Bible Explorers (grades 3-5) weekly • Follow child-safety guidelines of the congregation. <p>DUTIES OF THE MINISTRY (SPECIFIC TASKS)</p> <p>Duties for Children's and Youth Educational Ministries</p> <ul style="list-style-type: none"> • Teach weekly Bible Explorers/ECHO class per curriculum calendar on Wednesdays 6:00-7:15 PM • Attend Wednesday Night Dinner and be present/engaged 5:00-6:00 PM • Work with the Youth Minister to execute lesson plans/curricula • Maintain a fun, safe, Christ-centered environment for children's Christian education • Work with volunteers recruited by Youth Minister • Attendance at worship on Sunday is not mandatory and will be voluntary (unpaid), unless leading children's ministries during worship like a children's message or special service such as Drama, Kid led worship, Egg Hunt, etc. • Other duties within the scope of the position as mutually determined with the Youth Minister, pastoral staff, and/or congregational council <p>Administrative and General Duties</p> <ul style="list-style-type: none"> • Check-in/check out children on Wednesday Nights and report attendance to Youth Minister. • With the Youth Minister and Parish Education committee, evaluate and monitor existing activities, programs, and events to maintain the most effective and meaningful programs. • Communicate with Youth Minister if supplies, toys, games, etc. need to be replaced or ordered • Notify the pastoral staff and Youth Minister as soon as possible if a breach of the child-safety guidelines has been reported or noticed. <p>QUALIFICATIONS</p> <p>Required</p> <ul style="list-style-type: none"> • Commitment to follow Christ and to lifelong discipleship as a practicing Christian • Experience with youth and family activities, including within the Lutheran Church is preferred • Demonstrable skills in the areas of interpersonal communication, organization, time management, teaching, and classroom management • Experience in building relationships and working collaboratively with adults and children. • Clear criminal background check 	

ACCOUNTABILITY AND COLLABORATION

- Collaborate with and be accountable to the Youth Minister and Lead Pastor of Holy Trinity Lutheran Church
- In this part-time hourly position, hours may vary, normally ranging from 2-3 hours per week, including time for planning lessons and activities. Exceptions to that maximum will require Lead Pastor approval
- The youth ministry assistant will be expected to lead youth ministry programs on Wednesday evenings and other occasional events
- Attendance at worship is strongly encouraged but will be voluntary (unpaid) unless the youth ministry assistant is leading planned children's ministries or activities during worship
- This position mostly involves work during the school year (September-May), with some activities taking place in summer months in consultation with the Youth Minister and Lead Pastor
- This position will be held through the 2025-26 academic year, with further opportunities for paid youth ministry possible upon mutual deliberation
- 2 program Wednesdays off per program year.

COMPENSATION

- \$20.00 per hour, paid twice a month

REVIEWED BY STAFF	NAME	SIGN	DATE
APPROVED BY PERSONNEL CHAIR	NAME	SIGN	DATE
LAST UPDATED BY	NAME	SIGN	DATE



Holy Trinity Lutheran Church utilizes screening, training, safe practices, and reporting to protect children, youth, and vulnerable populations involved in our ministries. Our full abuse prevention policy is available upon request through the church office.