

***Youth and Family Ministry Coordinator***  
***The Presbyterian Church in Geneva***

This person will play a vital role in creating and implementing a new ministry at The Presbyterian Church in Geneva. This ministry will provide opportunities for youth and our families with children to grow in knowledge and practice of faith, as well as deepening community connections, both for the existing membership and Geneva as a whole.

**Responsibilities:**

- Develop or access curriculum, offer primary leadership, supervise volunteers, and communicate with participants and broader community:
  - shared education opportunities for families with children/youth.
  - Christian Education and Fellowship programs for youth (7th-12th Grade).
- Cooperate with Christian Education Committee to support Sunday School program. Prepare provided curriculum materials for volunteer teachers.
- Coordinate with other staff and ministries for facility use and programming.
- Support the church's commitment to fully inclusive programming.
- Attend Staff/Session meetings as requested.
- Other duties as required.

**Schedule:** This is an eleven month position with one month off during the summer each year. The work will be approximately 15 hours per week (10 hours for Youth & Family Ministry and 5 hours for Sunday School Supervision). In addition, leading special programs such as mission trips or retreats will total approximately 60 hours over 11 months.

**Qualifications:**

- Highly motivated to partner with pastor and other leaders in creating a new program.
- Excellent communication skills, both in-person and electronic, including social media.
- Administratively organized.
- To align with our youth and children's protection policy, we require that the individual be a minimum of 5 years older than our oldest youth participant (up to Senior in High School).
- Person of active Christian faith practice.
- Experience with leading/supervising youth and children.
- Experience with leading educational programs.
- Associate's or Bachelor's degree preferred.
- Flexibility and willingness to serve on a team.
- Successfully clear a criminal background check.

**Accountability:** This position is accountable to the Head of Staff and Session.

**Compensation:** \$15,000-\$18,000 commensurate with experience (\$20.27-\$24.32 per hour)

To apply, send cover letter, resume, and names of three references to: [personnel@pcgny.org](mailto:personnel@pcgny.org)  
Attention: Rev. Colin Pritchard.

For more information on The Presbyterian Church in Geneva, visit: <http://pcgny.org/>