



The Episcopal Church of St. John the Baptist

The mission of St. John's is to love God and love neighbor as Jesus did: welcoming all, serving humbly, teaching compassion, and making no peace with injustice.

Position Description

Job Title: Community Youth Program Director

Position Reports to: Rector

Full-time, exempt, at will, year-round

Summary:

The mission of the Aptos Community Youth Program is to provide positive, safe, supportive environments for middle and high school students in the Aptos area, places where these youth may grow academically, socially, emotionally and physically.

The Community Youth Program Director administers, designs, manages, and directs all aspects of the Aptos Community Youth Program under general direction from the Rector. This includes youth recruitment, parental engagement, activity development, budget management, training and supervising staff and volunteers, creating and implementing program policies and procedures, and collaborating with area schools, churches, businesses and organizations. The Community Youth Program Director is responsible for organizing and appointing a committee of area youth, parishioners at St. John's, and community members to assist her or him in coordinating and implementing the program.

Essential Duties and Responsibilities:

- Formulates, creates, and implements all Aptos Community Youth Program policies at all program activity sites.
- Recommends all youth program policies and operations procedures to the Rector and Vestry to ensure program is in compliance with California State Law and Diocesan policies and collectively provides a safe environment for youth that is developmentally appropriate.
- Designs programs, services and activities that prepare youth for success, promoting safety of the youth program participants and quality in programs at all times. Provides guidance and role modeling to youth: educates, encourages, develops self-esteem, and provides positive alternatives to unhealthy behavior.
- Provides vision to the program's direction, and creates yearly program goals and objectives by conducting a yearly program evaluation incorporating feedback from Rector, the Vestry, local youth, parents, Aptos Community Youth Program Committee, and parishioners at St. John's.
- Supervises trains and directs all Aptos Community Youth Program support staff who are leading or assisting with program activities. Ensure all Aptos Community Youth Program staff comply with proper church personnel policies and procedures and all Aptos Community Youth Program policies and procedures.
- Designs and implements a marketing program in the community including creating and distributing a monthly program activity calendar and managing all Aptos Community Youth Program social media channels and the program website.
- Recruits, screens, selects, supervises, directs, and trains all Aptos Community Youth Program volunteers. Ensure all Aptos Community Youth Program volunteers comply with all Aptos Community Youth Program policies and procedures.
- Represents Aptos Community Youth Program in the community, and builds partnerships with local schools, faith communities, and other community entities to assist in carrying out the program's mission.
- Develops and manages the program budget and accounts for all revenues and expenditures.



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- Develops program rules and regulations for youth behavioral conduct at all program locations.
- Hires additional program staff as needed, working with the Personnel Committee to develop job descriptions for each position.
- Implements a registration process for all program activities, including collecting and designing proper program registration forms, approvals, and documentation.
- Serves as the primary contact for parents, and design opportunities for parental engagement
- Manages facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order.
- Organizes and oversees membership of the Aptos Community Youth Program Committee to reflect the diversity of Santa Cruz County, and ensure leadership opportunities are provided to youth through service on the committee.
- Leads program activities as needed; encourage youth, parents and others in the community and congregation to take leadership roles whenever possible.
- Engages with parishioners at St. John's and serve as a bridge person between St. John's and the broader community.
- Supports ministries of St. John's related to youth and children, ensuring collaboration and connection between the parish's internal programming and the Community Youth Program.
- Submits a monthly program report to the Vestry on the youth program's activities.
- Related duties as required

Requirements/Qualifications for the Position

Knowledge and Skills:

- Considerable knowledge of the cognitive, physical and emotional development of youth.
- Must be able to exercise good judgment and work independently free of supervision.
- Knowledge of age-appropriate sports, games, classes and activities.
- Considerable skill in communication, interpersonal relations, and leadership of youth.
- Fluency or proficiency in Spanish is desirable.
- Skill in the use of social media and desktop publishing.
- Obtain up-to-date First Aid and CPR Certifications and have a valid California Driver's License.

Education and Experience:

- At least a Bachelor's degree in a field associated with youth development or education required.
- Considerable experience in successfully developing and leading youth programs.
- Active participation in a Christian community is desirable.

Physical Requirements:

Sight, hearing, sitting, standing, stooping, running, sports-related activities, and infrequent lifting of up to 50 lbs. Must be comfortable functioning under fast-paced and noisy conditions.

Hours of Work:

The Community Youth Program Director's scheduled work week is a total of 40 hours over 5 days per week. Evening and weekend work will be required, but in general, no more than three evenings per week are expected. The Community Youth Coordinator is expected to preserve at least one continuous 24-hour period each week solely for personal and family use.