Canfield Presbyterian Church
Job Description: Part-Time Youth Ministry Leader
Updated: June 3, 2026

I. Position Title: Part-Time Youth Ministry Leader

II. General Description

The mission of the Youth Ministry Leader is to reach out to middle and high school youth with a message of Christ's unconditional love, guiding them to grow as followers of Jesus Christ and nurturing in them a heart to serve.

III. Qualifications and Skills

- The person called to this position will have an active and growing faith in Jesus Christ.
- Have a Desire to serve God by walking alongside young people and their families during formative years.
- Ability to follow Presbyterian principles and policies.
- Be knowledgeable and competent in use of computer software including but not limited to: Canva, Word, basic Excel, PowerPoint, Church Windows, email programs and the use of social media on behalf of the church.
- Be a self-motivated, collaborative team player, skilled in time management and organizational skills.
- Have strong interpersonal skills with the ability to connect meaningfully with youth and their families.
- Ability to communicate well and in a friendly manner with the church leadership, staff, visitors and members of the congregation.
- Commitment to maintaining appropriate boundaries and adherence to Canfield Presbyterian Church's Child Protection Policy.
- Experience in youth ministry or related field is preferred.
- Bachelor's degree or higher is preferred.
- Must complete and pass a background check as a condition of being hired and a condition of continued employment; as background checks will be conducted every 1-3 years.

IV. Specific Responsibilities

- Build relationships with youth (grades 5 to 12) of the church and their families.
- Develop, plan and implement all elements of youth ministry including mission trips and youth mission week, lock-ins and Triennium Youth Conference.
- In collaboration with the Associate Pastor, design and facilitate educational programs including Bible Studies, Youth Group, Sunday School and Confirmation Class.
- Provide safe space for youth to create community where participants feel valued and welcomed.
- Coordinate with the Christian Education Committee to recruit, train, and guide volunteers for the youth programs of the church.
- Maintain compliance with the Child Protection Policy for all persons working with youth in church activities.
- Collaborate with and assist the Children's Ministry Leader on family-friendly, outreach events such as Vacation Bible School, Giant Egg Drop, Joy of Christmas and others. Including recruiting youth volunteers.

- Plan and oversee all elements of youth mission trips including organizing, recruiting chaperons and participants, fundraising and transportation.
- Provide staff support to CPC Christian Education Committee. Attend, and sometimes facilitate, monthly meetings.
- Provide opportunities for youth to develop responsibility and leadership.
- Serve as the key communicator of youth ministries to the congregation.

V. Relationships and Evaluations

- Report directly to the Associate Pastor
- Consults with the CE committee and others as required
- Adhere to the employment practices detailed in the CPC Personnel Handbook

VI. Time Requirements

- This position is classified as an hourly, part-time position
- A time sheet is required
- 20-25 hours a week with some weekends (Friday/Saturday) and holidays required. On-site hours must include Sundays, Mondays and Wednesdays. Monthly CE meetings are via zoom – normal on First Tuesdays.

VII. Training and Support Provided

- Opportunities for training and support can be made available with the approval of the applicable committee involved. If training cost is necessary, expenses will need prior approval through the proper channels.

VIII. Wages and Benefits

- This employment is classified as an hourly, part-time
- Wages will be paid as determined when hired based on qualifications and experience and are reviewed annually.
- Eligibility for benefits as a part-time regular employee are outlined in the CPC personnel handbook.