



ROLE: Assistant Director of Youth Ministries
DEPARTMENT: Formation
REPORTS TO: Director of Youth Ministries
WORK HOURS: FULL-TIME – including Weekends and Evenings

WHOM WE SEEK

Working under the supervision of the Director of Youth Ministries, the Assistant Director collaborates with staff and volunteers to empower youth to grow as disciples who lead others to Jesus Christ. She/he desires to nurture a clear sense of Christian identity in youth, and supports parents to do the same. The Assistant Director will ensure that all details of youth programs and special events create an atmosphere of belonging and fellowship, where students can make friends and grow in their faith.

DUTIES AND RESPONSIBILITIES

- Under the supervision of the Director of Youth Ministries, help plan and oversee all youth programming.
 - Teach on Sunday mornings and Wednesday Evenings.
 - Assist in the leadership of the Confirmation program; bridge the gap between the youth ministry and Confirmation programs as well as providing support and assistance to leaders and mentors.
 - Develop dynamic programs for Middle School, High School, and Confirmation Classes in support of the family discipleship plan.
- Participate weekly in community and school events involving SMAA youth.
 - Inspire youth to develop a strong personal relationship with God through regular teaching and encouragement.
 - Coordinates and participates with youth on retreats, mission trips, and pilgrimages.
 - Able to work and meet with students/families outside of traditional business hours.
- Help recruit parents, young adults, or other volunteers with potential for leadership and train them to assist youth in their ministry.
 - Oversee all details involved with special events ensuring that event coordinators and volunteers are supported.
 - Care for and regularly communicate with youth ministry volunteers.
- Help maintain the youth ministry website to keep all youth and their families up to date on programs and activities.
 - Ensure all first-time visitors to youth events receive exceptional and timely follow up, so that all youth who want to become a part of the SMAA program do so in a way that feels welcoming and natural to them.
- Maintain accurate student records and routinely update the program calendar and related administrative documents.
 - Attend and participates in regular Formation and Standing Committee Meetings.

WE EXPECT OUR ASSISTANT DIRECTOR OF YOUTH MINISTRIES WILL

- Be committed to SMAA's core focus: "Building Christian disciples for a transformed community."
- Embody SMAA's core values: collaborative, loyal, effective, kind, and growth-oriented.
- Be a dependable, energetic achiever who holds herself/himself to high standards of job performance, spiritual engagement, and ethical behavior.
- Be an effective verbal and written communicator with excellent interpersonal skills.

CORE COMPETENCIES

- Some level of formal education in scripture, theology, or Christian Leadership.
- Demonstrated history of excellent communication skills (written, oral, and digital).
- Proficiency with communication through social media.
- Non-anxious in a fast-paced, complex large church system.
- Able to work outside of conventional work hours.

If you would like to apply, please submit a letter of interest and resume to Susan Mills, Operations Manager, Saint Michael and All Angels Episcopal Church, 8011 Douglas Ave, Dallas, TX 75225, or smills@saintmichael.org (reference "Assistant Director of Youth Ministries" in the subject line). No phone calls, please.