

**Title: Director of Young Adult and Family Ministries**

Accountability: Reports to Session and Personnel Committee through the Head of Staff

Classification: Full-time, exempt

1. Position Description

- 1.1 The purpose of this position is to assist the congregation, session and staff in developing, coordinating and overseeing young-adult and family ministry.

2. Qualifications

- 1.2 Person whose Christian Faith is important to them; preference to a Presbyterian or someone within the Reformed tradition. Person must embrace Faith's Mission Statement.
- 1.3 Excellent people skills
- 1.4 Demonstrated competence in creating/developing/building new program(s)
- 1.5 Vision/passion to reach out to young adults/families to disciple them in the Christian faith
- 1.6 Bi-lingual a plus (Cape Coral has a growing Hispanic population)

3. General Duties

- 3.1 Faith Center is to be integral part of this ministry. The person will plan, coordinate, conduct and evaluate all recreational activities (including leagues, tournaments, leisure use, etc.) for the Center
- 3.2 Outreach –SW Florida is a growing community; this person will be charged with developing programs for both the congregation and for outreach to young adults and families in the community (volley-ball league, junior basketball, etc.).
- 3.3 Adult education/spiritual growth – person shall attend adult education committee meetings, and work with the committee to develop programs, classes, small groups, etc. for young adults (ages 18-50)
- 3.4 Sunday morning –attend Sunday worship to act as a catalyst to welcome and involve young adults and young families in the complete life of the congregation
- 3.5 Staff meetings – attend staff meetings and work closely with the other Directors (Education, Congregational Life, Music and Business) to effectively coordinate the calendar, and other programs of the church.

- 3.6 Recruit, enlist and train all volunteer workers; supervise the inventory, care, repair and storage of activities and recreation equipment and supplies and plan an annual budget to be recommended to the Finance Committee.

#### 4. New position

This is a new position; as such it will evolve with additional responsibilities and challenges.

#### 5. Evaluations

- 5.1 A formal evaluation process based on the above position description will occur every 12 months. Informal conversations regarding employee needs and performance issues will occur as needed through the year.

To submit your resume, please send an email to [searchcom@faithcapecoral.org](mailto:searchcom@faithcapecoral.org) or send a fax to (239) 542-6960, attention Search Committee.