

Interested applicants may fill out a Heights Baptist Church application for employment to be considered for the position. You may also attach a resume if desired.

Interested applicants can pick up an application for employment at our church located at 1220 S. 49th Street, Temple, Texas 76504. Please ask for Ms. Victoria Jones, our Church Secretary, or in her absence, our Pastor, Mr. Billy Koinm, to obtain an application.

Mike Blackwell
Heights Baptist Church Personnel Committee
Temple Texas 76502

***Heights Baptist Church
Temple, Texas***

***Part-Time Youth Director
Job Description***

(Revised 09-19-17)

The Part-Time Youth Director is employed by Heights Baptist Church based on the recommendation of the Personnel Committee. This position is directly supervised by the Church Pastor and has a ninety-day probationary period and review.

This position accrues Heights Baptist Church Personal Time Off (PTO) in proportion to hours worked per month and will be paid regularly scheduled part-time hours on church holidays when the church is closed.

Hourly pay and amount of part-time hours to be worked is determined by the Personnel Committee. Any changes in hours worked, work schedule, amount of pay or conditions of employment must be approved by the Personnel Committee.

Regular Job Duties:

The Youth Director will work under the direction and supervision of the Pastor. The Youth Director is expected to work in planning, administering, and implementing

the youth program of Heights Baptist Church. The Youth Director will, at all times, display and project Christ-like love and character qualities to the church youth and fellowship in and out of church, while on mission trips, youth camps and retreats. The Youth Director will serve on the Church Council, be an active member of youth committees, meet, fully communicate and coordinate with parent and guardian groups. The Youth Director will always project a positive and favorable public image to the community as a representative of Heights Baptist Church. Unless otherwise approved by the Pastor, the Youth Director will work and conduct all youth related activities at Heights Baptist Church.

Weekly: Each Sunday, the Youth Director will make sure there is Sunday School coverage for youth teachers. The Youth Director will be experienced with and use social media, text and e-mails with youths and parents concerning upcoming youth church events and activities. Each Wednesday, the Youth Director will have a Bible study prepared and coordinate plans with other church adults as needed.

Monthly: The Youth Director will plan, coordinate, implement, participate in and lead the church youth to camps, retreats, mission trips and on church projects as they occur throughout each month and year. As a staff member, Youth Director will regularly communicate and furnish youth program information, progress, and needs to the rest of the church staff and participate in staff meetings.

As Needed Basis: The Youth Director shall perform any other youth related tasks as needed, and deemed necessary by the Pastor.

Employee PTO Accrual, Conditions and Procedures:

This twenty hours per week part-time position will accrue four hours (4.0) per month Personal Time Off (PTO) consisting of sick and vacation leave, beginning with the first day of employment. The employee shall draw time from his/her PTO balance account anytime he/she needs it.

If there is no PTO balance left in his/her account, the employee will not be paid while off work.

Sick leave is to be taken as needed by the employee. Employee should always notify his/her supervisor as soon as possible when sick so that work coverage for the job can be arranged.

Vacation time away from work should be scheduled with memo by the employee for approval by the Personnel Committee and Supervisor, so that coverage for the job can be arranged.