



Job Description Youth Ministry Coordinator

The Youth Ministry Coordinator at Visalia Naz provides administrative and logistical support for the Youth Ministry. The role ensures that events, communication, and systems are organized and effective, allowing the ministry to focus on discipleship and relationships. This person will also contribute to the overall health and culture of the ministry by building relationships with students and their families.

Responsibilities:

1. Administrative Support

- Manage student records, attendance, and communication databases.
- Manage registrations and communication for events, camps, and retreats.
- Assist with financial tracking, including student accounts and fundraising.

2. Volunteer Coordination

- Assist in recruiting, onboarding, and scheduling youth ministry volunteers.
- Ensure volunteers are informed, trained, and supported.
- Maintain consistent communication with leaders and teams.

3. Event Coordination

- Plan and execute logistics for youth ministry events (youth nights, camps, retreats, etc.)
- Coordinate transportation, registration, and communication for all events.
- Ensure all details are handled to create smooth and effective experiences.

4. Systems and Organization

- Develop and maintain systems for communication, scheduling, and event management.
- Ensure ministry processes are organized and scalable.
- Support the Next Gen Pastor in executing ministry vision.

5. Weekly Ministry Support

- Assist with student gatherings (setup, logistics, follow-up)
- Help create a welcoming and organized environment for students.
- Support communication with students and parents throughout the week.

Qualifications:

- Strong organizational and administrative skills.
- Ability to manage multiple projects and deadlines
- Strong communication and interpersonal skills.
- A heart for serving students and supporting ministry leaders.
- Experience in administration, youth ministry, or event coordination preferred.
- Alignment with Nazarene doctrine and the mission of Visalia Naz.

Hours + Pay

This position is 20-30 hours per week.

Compensation to be determined based on experience.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of responsibilities. The role may evolve over time, and additional duties may be assigned as needed by the church leadership.