

**Youth Mission Coordinator Job Description**  
**First United Methodist Church, DeKalb, IL**  
**317 N Fourth St, DeKalb, IL 60115**  
**815-756-6301**  
[www.firstumc.net](http://www.firstumc.net)

**Overview**

Seeking an energetic part-time (Approx 10 hours/week) Youth Mission Coordinator who is a committed Christian leader with a passion for helping young people (Grades 6 and up) discover the joy of serving others locally and worldwide through mission service projects.

**Responsibilities**

Plan, organize, and lead the youth in short-term mission experiences (local, domestic or international).

Develop youth trip budgets and plan fundraisers to cover trip expenses.

Recruit and train adult volunteers/chaperones for each youth trip and follow Safe Sanctuaries policies.

Regularly report to the church's leadership about developments in the youth missions ministry, and track youth statistics for annual reports.

**Requirements**

A passion for Christ and sharing Christ with youth.

A growing Christian faith and character.

A commitment to the mission of the church.

Energetic, self-starter.

Possess a proven ability to work effectively with a diverse group of people, youth, parents, staff, and teams of volunteers from varying ethnicities, socio-economic levels, and generations.

Excellent written and verbal communication skills.

Ability to pass a background check.

Licensed driver preferred.

**Structure**

Youth Mission Coordinator reports directly to Senior Pastor and the Staff-Parish Relations Committee, with informational reporting responsibilities to the Youth Council and COM (church council).

**To Apply:** Please email a résumé to Kellyn Lawrence, Chair of Staff/Parish Relations, First United Methodist Church of DeKalb: [kellynlawrence@gmail.com](mailto:kellynlawrence@gmail.com)

Or mail a résumé to: First United Methodist Church, 317 N Fourth St, DeKalb, IL 60115

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