



Job Title: Youth Ministry Coordinator (TEMP, Midweek), Sacramento Campus
Department: Youth
Employment Type: Temporary, Part-Time (10 hrs/week)
Start Date: March 25, 2026
Location: Midtown Church, Sacramento (onsite)
Reports to: Interim YTH Director
Pay Range: \$21-\$28/hour, depending on experience

Purpose of Role:

This position is temporary and is intended to provide support for Midtown YTH until a permanent staff member is hired for this area of ministry.

The YTH Coordinator serves under the direction of the YTH Director and provides support for Midtown YTH, with a primary focus on the smooth operation of midweek youth gatherings (Wednesday nights).

This part-time role helps create a safe, organized, and welcoming environment where middle and high school students can connect and engage in youth ministry. The YTH Coordinator supports programming flow, assists volunteer leaders, helps monitor student safety and expectations, and ensures the logistical needs of the evening are met.

The ideal candidate is dependable, relational, and organized, with a heart for students and a willingness to serve wherever needed to support the ministry.

Primary Focus: Oversight and support of midweek YTH gatherings to ensure programming, student engagement, safety protocols, and logistics run smoothly.

I. EXPERIENCE AND KNOWLEDGE REQUIRED

- Experience working or volunteering with youth in a church, school, or community setting preferred.
- Ability to help coordinate logistics and support programming for youth gatherings.
- Comfortable interacting with middle school and high school students.
- Able to stay organized and adapt in a fast-paced youth ministry environment.
- Willingness to learn church systems such as Planning Center or other ministry tools as needed.

II. QUALIFICATIONS AND SKILLS:

- Enjoys working with middle and high school students.
- Friendly, dependable, and able to build appropriate relationships with students.
- Able to support volunteer leaders and collaborate with ministry staff.
- Strong communication and organizational skills.
- Able to help maintain a safe and positive environment for youth gatherings
- Self-motivated, responsible, and able to take direction well.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

A. WEDNESDAY NIGHT OPERATIONS

1. Help oversee the general functioning and flow of weekly Wednesday YTH gatherings.
2. Assist in ensuring student safety and adherence to youth ministry safety protocols.
3. Support programming elements such as welcome, announcements, games, and icebreakers.
4. Help manage transitions throughout the evening to ensure the gathering runs smoothly.
5. Assist with setup and light preparation of youth ministry spaces before gatherings.

B. LEADER AND STUDENT SUPPORT

1. Provide support to volunteer leaders during youth gatherings.
2. Help address student needs or issues that arise during the evening.
3. Assist with facilitating or leading small groups when needed.
4. Help foster a welcoming and engaging environment for students.

C. LOGISTICS AND HOSPITALITY

1. Assist with coordinating snacks or food distribution as needed.
2. Help ensure supplies and materials for youth gatherings are prepared and available.
3. Assist with light cleanup and resetting the space at the end of the evening.

D. TEAM COLLABORATION

1. Attend occasional planning meetings as requested by the YTH Director.
2. Support the YTH Director with additional needs related to Wednesday youth gatherings.
3. Collaborate with youth leaders and staff to ensure a positive ministry environment.

E. OTHER DUTIES & TASKS AS ASSIGNED BY PASTOR OR SUPERVISOR.

III. MISSION CRITICAL QUALITIES/RESPONSIBILITIES

- Proactively communicate, support & fulfill the mission, vision, core values, purposes & goals of Midtown Church.
- Maintain open & frequent communication with supervisor, staff & team.
- A faithful follower of the Lord & member of Midtown Church.
- Lives into the Midtown Church Culture & Values and adheres to the Midtown Church employee handbook.
- Consistently attends Midtown worship services.
- Participates in a community life group.
- Expresses warmth, care, & respect towards others
- Works well on own, is self-motivated, responsible & takes initiative.
- Has the flexibility & grace to accept & adapt to sudden changes in plans.

IV. TIME COMMITMENT

- 10 hours per week, includes midweek evenings, and occasional events.
- Wednesday afternoon/evening availability required (4pm-9pm)
- Occasional planning meetings as needed.
- Week of Christmas & Easter are blackout dates; all staff are expected to work at Christmas & Easter services. Exceptions only provided by direct supervisor in unique situations. *In return for this understanding, we provide a paid week off with all offices & operations closed for one week after Christmas services.*