

**JOB DESCRIPTION**  
**YOUTH MINISTRIES COORDINATOR**  
**FIRST UNITED METHODIST CHURCH**  
**LAKELAND, FLORIDA**

Revised: Jan 2026  
FT / 40 hours  
FLSA: Hourly / Non Exempt

**General Qualifications:**

The Youth Ministries Coordinator shall be grounded in basic Christian doctrine, having and professing faith in Jesus Christ. He/she shall agree to uphold the Staff Social Covenant and Church Personnel Policies. He/she must have a thorough understanding of the mission of the church and the servant role of church staff persons

**Occupational Summary:**

Support person for Director of Youth Ministries. Provides frontline contact with students, parents and interdepartmental staff requiring active problem-solving and effective interpersonal skills. Must be detailed-oriented and good with technology and administrative tasks.

**Reports to:**

Director of Youth Ministries and Church Administrator

**General Responsibilities, including but not limited to:**

**Weekly Programing:**

- Provide assistance and support to the director and assume primary responsibility for the program in the absence of the director
- Assist in leading Sunday morning and evening and Wednesday Night programming including the ordering of food for Sunday mornings and Sunday nights

**Communication**

- Answer phone and receive visitors to the Youth Ministries offices
- Organize and manage regular, special and bulk mailings (USPS/email/electronic Newsletter, etc.) as required by the Youth Director
- Maintain membership database for Youth Ministries
- Prepare communication with students and families such as: Birthday Cards, We Miss You Cards, Welcome Bags, Volunteer Birthdays and other engagement as directed by Youth Director
- Communicate with parents, students and adult youth workers using email, messaging apps, and social media and create graphics for these communications
- Communicate with Communications/Facilities staff additions to the master calendar

**Financial**

- Maintain a detailed accounting of expenditures and reconcile with monthly financial reports
- Manage finances for trips, retreats and camp including check requests, Pumpkin Patch accounts and Chance to Go scholarship checks ensuring appropriate authorization and back-up information
- Verify and assign expense account numbers for all invoices and obtain appropriate approval by the Youth Ministries Director
- Coordinate and order, via church administrative assistant, needed office supplies and equipment

- Reconcile monthly credit card statements with the Youth Ministries Director
- Maintain petty cash drawer and reconcile petty cash no less often than quarterly, and always by Jan 5 for prior year ending Dec 31
- Coordinate the deposit of monies received for Youth ministry functions following proper procedures as outlined by the Finance Office, assign account numbers and submit to Finance Office
- Assist with Pumpkin Patch including administrative tasks and Pumpkin Patch accounts
- Assists with registration and financials for Golf Tournament and other approved fundraisers

### **Administrative Support**

- Perform data compilation, analysis, review and administrative tasks
- Prepare and compose correspondence and reports
- Create and maintain standard and electronic files and records
- Create financial and statistical tools and reports using spreadsheets
- Adhere to procedures relating to proper use and care of equipment and materials within the Youth Department
- Troubleshoot office technology problems and systems of a limited scope such as printers, iPads, monitors, Sound System, etc.
- Collect, log and report weekly attendance numbers
- Record and maintain current Background and Child and Youth Protection Policy status of volunteers and staff
- Assist with details for additional ministry area events such as Vacation Bible School, Trunk or Treat, Red White Kaboom, etc. and as directed by Youth Director

### **Meetings**

Attend general and program staff meetings (every Wed); Youth departmental meetings; monthly Grow Team meetings; administrative staff meetings and other ministry related meetings as directed by Youth Director, Church Administrator, and/or Pastors.

### **Confidentiality**

Maintain confidential information in a manner that ensures its privacy and safety. Employees who disclose confidential information to those without a legitimate need to know or who disclose confidential information observed or heard without proper authorization may be subject to corrective action up to and including termination.

### **Qualifications**

#### **Education/Training/Licensure:**

- A 2-year degree or higher is preferred
- Current notary public or ability and willingness to obtain designation is desirable

#### **Skills Required/Preferred:**

- Detail-oriented, motivated and self-starter
- The ability to multi-task with low level of frustration when interrupted
- The ability to take direction, balance and prioritize work accordingly
- The ability and desire to work well with children, youth and parents
- Proficiency in Microsoft programs including Word, Excel and Outlook
- The ability and willingness to learn new programs such as membership and volunteer database programs
- Sound knowledge and ability in business correspondence and an ability to proofread for grammar, spelling and punctuation with a high degree of accuracy

- An aptitude in computers, telephone systems, copiers, printers, social media and other related equipment and technology
- Creative ability in Canva, ProPresenter, TikTok and other social media platforms
- Basic accounting and mathematical computation skills with a high degree of accuracy
- The ability to multi-task with low level of frustration with interruptions and last-minute changes
- Organized and detailed person possessing the ability to work with staff, church members and outside vendors. Must possess the ability to seek out and develop appropriate procedures and processes that would benefit the Youth department.
- Church membership is desirable

**Work Experience:**

- 3-5 years' experience in general office / administrative assistant support role is preferable

*The Staff-Parish Relations Committee must approve major changes in job descriptions.*

*Send resume and cover letter to [info@firstumc.org](mailto:info@firstumc.org)*