

RESPONSIBILITIES OF YOUTH DIRECTOR BASED ON PROGRAM SIZE

Program Size	Director Hours Needed	Director Responsibilities
One Room Classroom	10 hours/week for the Sunday program Special Events & Holidays –another 10-20 hours each	<ul style="list-style-type: none"> • Personal spiritual reflection • Lesson preparation on a weekly basis • Serve as one of the teachers • Coordinate lessons & support other teachers • Schedule & plan events & yearly calendar • Communicate with volunteers & parents • Meet with the minister to keep them informed
5-25 Youth Program	20 hours/week for the Sunday program Special Events & Holidays –another 20 hours	<ul style="list-style-type: none"> • Personal spiritual reflection • Lesson preparation on weekly/monthly basis • Possibly serve as one of the teachers • Coordinate lessons & support other teachers • Recruit & train new volunteers • Schedule & plan events & yearly calendar • Communicate with volunteers & parents • Meet with the minister to keep them informed • Purchase and sort supplies or delegate this
25-50 Youth Program	20-30 hours/week for the Sunday program Special Events & Holidays –another 20-30 hours	<ul style="list-style-type: none"> • Personal spiritual reflection • Lesson preparation on monthly basis • Coordinate lessons & support other teachers • Act as a substitute when the need arises • Recruit & train new volunteers • Schedule & plan events & yearly calendar • Communicate with volunteers & parents • Meet with the minister to keep them informed • Purchase and sort supplies or delegate this

Program Size	Director Hours Needed	Director Responsibilities
50-75 Youth Program	30-40 hours/week for the Sunday program Special Events & Holidays –another 30-40 hours	<ul style="list-style-type: none"> • Personal spiritual reflection & continued education • Lesson preparation on monthly basis due to yearly planning • Coordinate lessons & support other teachers • Recruit & train new volunteers • Act as a substitute when the need arises • Coordinate volunteers & coach them • Facilitate team meetings, trainings, teacher retreats • Offer parent workshops • Schedule & plan events & yearly calendar • Maintain supplies, expense log, budget requirements • Communicate with volunteers & parents • Contribute to newsletter, website, etc. • Meet with the minister & others as needed to keep them informed • Provide reports as requested
75 Youth and over	40 hours/week for the Sunday program Special Events & Holidays –included	<ul style="list-style-type: none"> • Personal spiritual reflection & continued education • Lesson preparation on monthly basis due to yearly planning • Coordinate lessons & support other teachers • Recruit & train new volunteers • Act as a substitute when the need arises • Coordinate volunteers & coach them • Facilitate team meetings, trainings, teacher retreats • Offer parent workshops • Schedule & plan events & yearly calendar • Maintain supplies, expense log, budget requirements • Communicate with volunteers & parents • Contribute to newsletter, website, etc. • Possibly provide parent support services • Meet with the minister & others as needed to keep them informed • Provide reports as requested • Supervise additional staff in youth ministry