

Community Church

Youth Ministry Event Coordinator

Part-Time Position (10–12 Hours/Week)

Position Overview

The Youth Ministry Event & Hospitality Coordinator exists to create organized, welcoming, and Christ-centered environments where students, families, and volunteers can connect, grow, and experience the love of Jesus.

Working alongside the Director of Youth & Young Adult Ministry, this position provides leadership in coordinating youth ministry events, overseeing the Hospitality Team, supporting event volunteers, and managing event administration. This role allows ministry leaders to focus on discipleship and relationships by ensuring events are well planned and executed.

Primary Responsibilities

Event Coordination (4–5 Hours/Week)

- Coordinate the planning and execution of Community Youth events, retreats, trips, and special gatherings
- Manage event logistics including registrations, schedules, supplies, transportation, food, and volunteer assignments
- Create event timelines and preparation checklists to ensure events are organized and ready
- Coordinate event setup and teardown with volunteers
- Evaluate completed events and recommend improvements for future ministry opportunities

Hospitality Team Leadership (2 Hours/Week)

- Lead and support the Community Youth Hospitality Team
- Recruit, schedule, and communicate with Hospitality Team volunteers
- Coordinate refreshments, meals, snacks, and hospitality needs for youth events
- Create welcoming environments for students, parents, guests, and volunteers

Volunteer Coordination (1–2 Hours/Week)

- Recruit volunteers specifically for youth events and the Hospitality Team
- Communicate event details, schedules, and expectations with volunteers
- Ensure volunteers are equipped with the information and resources needed to serve effectively
- Foster an encouraging and organized volunteer culture

Ministry Administration (2 Hours/Week)

- Manage event registrations and check-in systems through Planning Center
- Create registrations and workflows for ministry events
- Maintain accurate Planning Center information by adding new people, updating profiles, attendance, and event details
- Assist with purchasing and organizing ministry supplies and event materials
- Support the administrative needs of Community Youth events

Qualifications

- A growing relationship with Jesus Christ and a commitment to the mission of Community Church
- Strong organizational, communication, and administrative skills
- Ability to manage multiple projects and deadlines
- Experience in event planning, hospitality, volunteer coordination, or youth ministry preferred
- Ability to work independently while collaborating with a ministry team
- A heart for students, families, and creating welcoming environments
- Ability to maintain confidentiality and exercise sound judgment when working with students, families, and volunteers

Time Expectations

Average of 10–12 hours per week

- Additional hours may be required during retreats, camps, and major ministry events
- Flexible schedule with occasional evenings and weekends
- Regular communication with the Director of Youth & Young Adult Ministry
- Attendance at key Community Youth events throughout the year

Lead Team Participation

- Serve as a member of the Community Youth Lead Team
- Participate in Lead Team meetings, trainings, and ministry planning
- Champion the vision, culture, and mission of Community Youth

Success in This Role Looks Like

- Youth events are organized, prepared, and executed with excellence
- Students, families, and guests experience a welcoming and engaging environment
- The Hospitality Team is healthy, organized, and well-supported
- Volunteers feel equipped, appreciated, and informed
- Planning Center information is accurate and up to date
- Ministry leaders have greater capacity to focus on discipleship, teaching, and relationships

Reports To:

- Director of Youth & Young Adult Ministry

Works Closely With:

- Community Youth Lead Team
- Hospitality Team Volunteers
- Event Volunteers