Salt House Church

Job Title:	Director of Children, Youth & Family Ministry	**Job Category:**	Children, Youth & Families
Department:	Children, Youth, and Families	**Training Required**	Safe Haven
Location:	Salt House Church	**Training Provided**	Yes
Compensation:	$25-30/hour (based on experience) Plus $300 monthly benefit stipend	**Position Type:**	Non-exempt, Part-time (avg 25 hours/week), must be 21+ years of age
Reports to:	Pr. Sara Wolbrecht, lead pastor and head of staff	**Travel Required**	Approx. 2-3 retreats per year and frequent local/off'-site events

Applications Accepted By:

EMAIL: hiring@salthousechurch.org	**MAIL:** Salt House Church 11920 NE 80th St Kirkland, WA 98033

RESPONSIBILITIES

Lead the Children, Youth & Family ministry programs at Salt House Church (90%):

- Oversee all children, youth and family programming from birth through high school age that is rooted in Lutheran theology and expressed through inclusive language and practice that welcomes people from diverse faith backgrounds.
- Develop and lead volunteer teams to support elementary faith formation, middle and high school programming, gatherings and events, nursery care and elementary-aged Sunday school.
- Build and strengthen middle and high school youth programs through active participation of youth and their families; demonstrate a personal commitment to the ongoing spiritual development of middle and high school students; engage youth in the planning and evaluation of the youth program.
- Partner with parents/guardians in the spiritual development of their children. Encourage faith formation at home and help integrate children and families into the broader life of the Salt House community.
- Create a welcoming, affirming, engaging, and fun environments where children and youth can build relationships, explore faith and grow in their connections with God and one another.
- Collaborate with the lead pastor to develop and lead a cohesive approach to spiritual formation from birth to young adulthood, including faith milestones, curriculum, events, retreats, service opportunities, and rituals.
- Recruit, train, supervise, and support volunteers engaged in CYF ministries.
- Create opportunities for youth leadership, service and meaningful participation within Salt House and the broader community.
- Plan, organize, and lead service trips, volunteer opportunities, retreats, and social events.
- Oversee Safe Haven training and support implementation of church child and youth safety policies.
- Build relationships with students by attending occasional extracurricular activities, including concerts, plays, and sports events.
- Lead fundraising efforts for larger events and trips through youth-led initiatives, grant opportunities and individual donor contributions.

- Participate regularly in Sunday worship and support the integration of children and youth into the life of the congregation.

General Duties (10%):

- Communicate and collaborate regularly with church staff members and church council, as requested.
- Identify opportunities to integrate children and youth into broader activities within the congregation.
- Attend staff meetings and maintain regular communication with the lead pastor.
- Prepare and distribute regular newsletters and weekly communications to families and volunteer teams. Provide reports to church council as requested.
- Coordinate with website manager to maintain accurate and current information about Salt House activities.
- Use social media and other appropriate channels strategically to communicate and promote youth activities.
- Follow established personnel policies and procedures
- Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

SKILLS AND ABILITIES

- Strong understanding of development, social and emotional needs of children, teenagers and young adults:
    - Ability to build trusting relationships with children, teenagers, and young adults through authentic, relevant and age-appropriate engagement.
    - Ability to address behavioral challenges, establish healthy boundaries, and navigate conflict with children, youth, and parents/guardians.
    - Experience educating children and youth in a Christian setting:
    - Working knowledge of the major stories and figures of the old and New Testaments; the Lord's Prayer, Apostle's Creed and the Lutheran traditions surrounding baptism and communion.
    - Ability to guide children and youth in exploring and developing their faith.
- Ability to engage questions about Christianity with openness, curiosity and humility, encouraging thoughtful conversation and exploration.
- Demonstrated creativity, initiative, self-awareness, and commitment to ministry with the ability to establish priorities and achieve meaningful outcomes.
- Ability to model and cultivate progressive Christian values, and an emphasis on justice, inclusion and service. Commitment to Salt House's Reconciling in Christ identity, including affirming and advocating for LGBTQIA+ youth.
- Demonstrated ability to recruit, train and lead a team of committed volunteers to support youth programming.
- Excellent verbal and written communication skills.
- Strong organizational, project management, and time management skills.
- Proficiency with computers, digital communication tools, and social media.
- Ability to lead by example and collaborate effectively with diverse teams.

Experience in one or more of the following is preferred but not required:

- Theological training
- Christian Education
- Community Organizing
- Previous youth ministry experience

Education and other requirements:

- Associate's degree and some experience working with youth (in volunteer or paid work capacity).
- Ability to pass a criminal background check.
- Must be at least 21 years of age

Core Competencies:

All employees of Salt House Church are required to be able to collaborate effectively with church staff, lay leaders, members, and the public. Each employee is expected to demonstrate the following core competencies and values:

- Collaborates effectively with others to achieve common goals
- Commitment to supporting and empowering volunteers
- Demonstrates adaptability in responding to evolving roles, priorities and job-related challenges
- Communicates openly, clearly and in a timely manner
- Recognizes and respects professional and personal boundaries
- Treats all individuals with respect and fosters an inclusive environment consistent with the SH mission statement
- Protects confidential information and handles it with discretion

Physical Requirements

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting
- Physical: Sufficient mobility and stamina to supervise high school students on multi-day service trips, youth gatherings and outdoor activities.
- Vision: See in the normal visual range with or without correction.
- Hearing: Hear and speak to communicate effectively with youth and parents.

ACCOUNTABILITY:

- This position reports to the Lead Pastor

RELATIONSHIPS:

- Collaborates with the entire church staff, congregation volunteers, church ministry partners and peers within the broader Kirkland and ELCA communities.

Job Description			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Personnel Group	Date/Time:	11/3/2026