# Responsibilities of Youth Director Based on Program Size

<table>
<thead>
<tr>
<th>Program Size</th>
<th>Director Hours Needed</th>
<th>Director Responsibilities</th>
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| One Room Classroom    | 10 hours/week for the Sunday program       | • 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  |
|                       | Special Events & Holidays –another 10-20 hours each |                                                                                          |
| 5-25 Youth Program    | 20 hours/week for the Sunday program       | • 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  |
|                       | Special Events & Holidays –another 20 hours |                                                                                          |
| 25-50 Youth Program   | 20-30 hours/week for the Sunday program    | • 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  |
<p>|                       | Special Events &amp; Holidays –another 20-30 hours |                                                                                          |</p>
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| 50-75 Youth Program | 30-40 hours/week for the Sunday program | • 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  
• Coordinate Special Events & Holidays—another 30-40 hours |
| 75 Youth and over | 40 hours/week for the Sunday program | • 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  
• Special Events & Holidays—included |