

JOB TITLE:**Jr. High Coordinator****JOB DESCRIPTION:**

She would assist the Pastor of Student Ministries in many aspects of developing and running the Junior High of CCC that is consistent with the vision of the Student Ministries as a whole. She would concentrate specifically in the area of relational and administrative ministry to female students and leaders within the student ministries umbrella of the CCC. Though she would spend the majority of her time leading and pastoring the female students of CCC, overlap with the male side of the ministry should be expected.

Essential Functions:

- **Promote the glory of God in everything.**
- **Be disciplined and accountable to a plan of personal growth through regular study and prayer**
- **Contact Ministry-** this would involve building relationships with the female students through such activities as lunch/dinner appointments, attendance of sporting events, home visits, sleepovers, bible studies, retreats, plays....etc.
- **Volunteer Development-** this would involve actively recruiting, encouraging, and maintaining healthy relationships with a team of volunteers to assist with the female student ministry. Assist the Pastor of Student Ministries in the overall training of all volunteer leaders.
- **Discipleship** - Actively disciple the students at CCC. Lead a girl's discipleship group. Teach Sunday School on a rotating basis with the team. Assist the Pastor of Student Ministries in the development of curriculum for discipleship groups and classes. Assist in the development of student leaders.
- **Administrative Tasks-** this would involve aiding the Pastor of Student ministries in developing, planning, printing, and distributing a quarterly calendar of ministry events. Aiding in all responsibilities associated with weekly meetings, bible studies, and Sunday school.
- **Assist in program implementation:** retreats, camps, parent meetings and other events. Oversee specific girl events – retreats, classes and activities.
- **Communicating:** students, volunteers and parents on a regular basis.
- **Report regularly-** with Student Ministries Pastor about student concerns, volunteers and other issues related to the ministry. (including a weekly ministry report)

QUALIFICATIONS:

- **Spiritual-** must display a genuine saving relationship with Christ and a desire to grow in that relationship. A desire and willingness to teach the truths of Scripture, develop as a Christian leader, and evangelize the lost. A desire to disciple female students. An understanding of how to apply the grace of the gospel to her life on a

daily basis. A basic understanding of reformed theology and a willingness to further and teach that understanding.

- **Ministry-** must relate to students well. Must be comfortable meeting one on one with parents, female students, and adult/student volunteers. Must be skilled in leading others in ministry. Must be willing to step out of her comfort zone/think outside the box when it comes to ministry development. Must be teachable. Must be a self-directed individual who is a team player. Preferably strong in administrative skills.
- **Experience and Education-** must have a background in ministry or ministry related activities. Must have experience in or desire to work with Jr. High girls in large and small group settings. Must be a college graduate familiar with Reformed theology and must possess a willingness to further her education.

Know-How:

- 1) High ethical standards and an appropriate professional image.
- 2) Analytical ability, good judgment and strong servant leadership focus.
- 3) Well organized and self-directed individual who is a team player.
- 4) Ability to relate to people at all levels of an organization with
- 5) Excellent communication skills

Physical Demands: (check all that apply)

- ✓ Standing for long periods
- ✓ Sitting for long periods
- ✓ Ability to hear
- ✓ Ability to see
- ✓ Ability to speak
- ✓ Ability to type
- ✓ Ability to lift 25 pounds
- ✓ Ability to transport to multiple sites

Employment Status:

Full-time exempt

Work Environment : *check all that apply*

- ✓ Noise level ___minimal _x___moderate ____high
- ✓ Exposure to electrical/mechanical mechanisms
- ✓ Exposure to outdoor elements
- Exposure to chemical compounds

The statements and information included in this job description reflect the duties and responsibilities of this position but are not to be interpreted as all-inclusive or limiting the scope of the position.

Employee's Signature
Date

Date

Supervisor's Signature