



**MITCHELL ROAD PRESBYTERIAN CHURCH  
Position Description**

**TITLE: Junior High Girls Coordinator**

**REPORTS TO: Junior High Director**

**HR & LEGAL CLASSIFICATIONS**

<i>FLSA Status</i>	Exempt	<i>DOL Status</i>	Full-Time	<i>Pay Type</i>	Salary
<i>FLSA EE Class</i>	Professional	<i>DOL Fact Sheet #</i>	17b	<i>Ministerial Exception</i>	Yes

**ULTIMATE GOAL / OBJECTIVES OF POSITION:**

Focus primarily on relational ministry to all Jr. High female students (5<sup>th</sup> – 8<sup>th</sup> Grade) while also assisting the Jr. High Director in all aspects of developing and leading the Jr. High ministry of Mitchell Road Presbyterian Church.

**PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:**

- **Contact Work** 50%
  - Spend time with middle school girls, building relationships with them and their families
  - Lead at least one small group
  - Focused discipleship with a smaller group of middle school girls
  
- **Program Responsibilities** 25%
  - Assist in planning, organizing and implementing Jr. High programs
  - Responsible for planning and leading games for Jr. High programs
  - Assist with setup and cleanup for special events and activities
  
- **Teaching** 10%
  - Teach Wednesday night and Sunday morning programs as assigned
  - Assist staff in curriculum selection and development
  
- **Personal Development** 10%
  - Meet with youth staff one on one and in weekly staff meetings
  - Read assigned books pertaining to theological, personal and ministry development
  
- **Trips** 5%
  - Assist in planning, leading and implementing Jr. High and Sr. High trips throughout the year

**REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED:**

- Committed believer with a healthy and growing relationship with Jesus Christ
- Maintain a character that is consistent with the Biblical standards for those called to a position of church leadership
- College Degree
- Call to ministry
- Heart for students

**Document Date**

December 2022

- Biblical and theological knowledge consistent with reformed doctrine

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

This job operates in a professional office environment with moderate noise and light traffic. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and requires the ability to work in a confined space while sitting or standing for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DISCLAIMERS:**

The position description design does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned (or changed) at any time with or without notice.

**Ministerial Exception:**

Religious Worker not covered by FLSA, Not Entitled to Overtime or Minimum wage

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**If you are interested in applying for this position, please send your resume to [llattner@mitchellroad.org](mailto:llattner@mitchellroad.org).**