

# CHURCH AT VIERA

Job Description Form



Job Title	High School Ministry Coordinator	
Reports To	High School Pastor	Date Approved:

Level/ Grade	Type of position:	
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

## PURPOSE OF POSITION

**The High School Ministry Coordinator** serves an essential administrative and leadership support role for the High School Ministry and its Crew. This person will work closely with the High School Pastor to help coordinate and make preparations for High School Ministry events, assist in the leadership of Crew members, maintain budget and fundraising records for the ministry, and provide day to day office support. They will also serve as a resource to new students and their families joining the ministry, providing information and support as needed.

## JOB RESPONSIBILITIES

- Provide leadership support for all High School services and events (Sunday nights, trainings, retreats, camps, etc.)
- Assist in the leadership of crew members for encouragement and support on a regular basis
- Help with the assimilation process of new students and their families
- Help coordinate and make preparations for high school ministry events
- Track income and expenses (cash and credit card) from fundraising and other ministry events; collect and deposit funds
- Order ministry and office supplies
- Meet with High School Pastor and Family Ministry Staff on a regular basis
- Maintain regular onsite office hours

Job Title	High School Ministry Coordinator	
Reports To	High School Pastor	Date Approved:
<b>EDUCATION</b>		
High school graduate or equivalent required; Associate degree preferred		
<b>EXPERIENCE</b>		
1 year administrative experience required; student ministry experience preferred		
<b>SKILLS, KNOWLEDGE, AND BEHAVIORS</b>		
<ul style="list-style-type: none"><li>• Ability to lead (leadership development, empowerment, affirmation, direction, evaluation, recruitment, soul care)</li><li>• Ability to plan, prioritize, and manage multiple tasks</li><li>• Ability to work independently to accomplish tasks without direction</li><li>• Ability to work cooperatively in a team environment</li><li>• Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher) and database software</li><li>• Working knowledge of general office equipment</li><li>• Knowledge of and ability to use basic math, reading, writing and record keeping skills</li><li>• Highly organized and detail-oriented</li><li>• Extremely relational</li></ul>		