



An opportunity to experience grace, grow in faith, and make an impact – for where you are.

TITLE OF THE POSITION:	High School Ministry Coordinator
REPORTS TO:	Director of High School
ROLE TYPE:	Part-time
HOURLY EXPECTATION:	25 hours per week
EXEMPTION STATUS:	Non-exempt

General Description

Under the direction of the Director of High School, the High School Ministry Coordinator will contribute to the vision of the Chapelstreet High School ministry through planning and implementing weekly programming and special events. The coordinator will assist with the recruitment and training of ministry volunteers. This is a part-time position and may involve other duties as assigned. The work schedule will vary due to programming demands, but it is expected to average 25 hours per week over the course of the ministry year.

Coordinator's Responsibilities

The coordinator's primary responsibilities will include ongoing support for small group and large group gatherings, volunteer recruitment and training, planning and supporting the Student Leadership Team, when needed, and spearheading departmental communication efforts. Specifically, this support will include:

- Organizing Small Group schedules and logistics
- Communicating regularly with small group leaders, parents, and students to ensure everyone is informed and engaged
- Gathering feedback from small group leaders and students to assess the effectiveness of the groups and identify areas of improvement
- Assisting the Director by serving students through mentoring, equipping, counseling, and discipling.
- Assisting with short-term student mission teams and retreats
- Assisting in strategic efforts to train & equip parents to demonstrate faith at home
- Assisting with recruiting, training, and developing adult volunteer leaders
- Engaging students & parents through communication efforts
- Supporting Chapelstreet Next Gen & All-Church events
- Serving as a weekend student ministries champion at one of our campuses

Coordinator's Abilities & Attributes

- Loving God and loving your neighbor. Matthew 12:30-31
- Abiding personal relationship with Jesus Christ
- Embracing the Chapelstreet Church's Statement of Faith and Ministry Vision
- Experience with student programming in a church setting
- Strong initiative and ability to work with hands-off oversight
- Solid communication skills, both verbal and written
- Self-starter with strong administrative and organizational skills
- Ability to enhance collaborative team environment built on creativity, innovation, encouragement, and communication
- Committed to continuous improvement
- Excited to take on challenges, adaptable
- Teachable and Coachable
- Is leading a mentored life. Has been mentored and mentors others
- Highly relational. Capable of working positively with other ministry leaders, volunteers, and parents
- Available to work flexible hours, including evenings and weekends, as needed for small group meetings, events, and retreats
- Dedicated to becoming an active member of Chapelstreet Church

Willing to Adopt Our Staff Core Values:

- Go to the Park – physical, spiritual, and emotional wellbeing matters
- One Team – we are teammates working towards a common mission and vision
- Trust the Net – we grow by trying new things
- Build Your Bench – we are always developing the next generation of leaders and servants
- Cover Your Bases – we ask who needs to know, what they need to know, and when they need to know

***At Chapelstreet Church, our vision is to
strive in all we do to be a place where people can
experience grace, grow in faith, and make an impact—
for where you are***

Pay Rates: This position has a pay rate range of \$17 - \$19/hour based on experience, education, and skills

Benefits: Benefits for part-time employees include paid holidays, vacation and sick paid time off, Sacred Solitude days, and financial support for an AFLAC policy.