



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

TITLE OF THE POSITION: Student Trips Coordinator
REPORTS TO: Director of High School Ministry
ROLE TYPE: Part-Time
HOURLY EXPECTATION: 20 hours per week
EXEMPTION STATUS: Non-exempt

General Description

Under the direction of the Director of High School, the Student Trips Coordinator will contribute to the vision of the Chapelstreet High School ministry through planning and preparing teams for mission trips and retreats. 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 20 hours per week over the course of the ministry year.

Coordinator's Responsibilities

The coordinator will support the administration and execution of high school short-term mission trips and retreats. Responsibilities include, but are not limited to:

- Creating Planning Sheets
- Working with team leaders on logistical issues and schedules
- Monitoring the budgets, tracking expenses and donations, and requesting payments, as needed
- Making travel arrangements
- Assisting with training the Mission Teams
- Acting as liaison with local leaders
- Providing logistics for fundraising efforts
- Providing general trip communications
- Participating in trips and retreats, as needed

Abilities and Attributes

- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church's Statement of Faith and ministry vision
- Commitment to living and serving in a manner consistent with the standards set forth in Scripture for a leader of the church
- Has a passion for the value of short-term trips
- Strong ability to work with adult volunteers and students
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Great attention to detail

- Ability to juggle duties, stay organized, and meet deadlines
- Highly relational and capable of working positively with ministry leaders and volunteers
- 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 toward an AFLAC policy.