

High School Ministry Coordinator Job Description

General Description

The High School Coordinator will serve as operational support to the high school ministry as well as provide overall support to the Student Ministry, ensuring the effectiveness, efficiency, and success of logistics, connections, and administration as it applies to the vision of LH Students. This versatile role will require strong administrative, organizational, verbal, and interpersonal communication skills, proficient formal written communication, and a solid ability to multitask.

Essential Job Functions

1. In support of the Student Director, champion the implementation of the overall student ministry vision by ensuring that all LH Students events carry out the mission of LH Church, "reach the lost and make disciples."
2. Develop and implement an intentional strategy for high school students during LH MDWK.
3. Serve as coordinator of High School Ministry Night including coordinating ministry night logistics and leading the culture of the night.
4. Create intentional spaces/events for high school students and adult volunteers to experience relational-building opportunities outside of scheduled ministry night.
5. Manage the onboarding process for LH Students High School Leaders using the Planning Center Online database.
6. Manage ministry calendar that will drive all the activities and teaching of the high school ministry.
7. Alongside Student Director, partner with parachurch ministries to expand student ministry presence at local high schools.
8. Work with the LH Students team to establish deliverables and timelines for ministry events and needs.
9. Coordinate LH Students events, hangouts, and trips.
 - o Coordinate logistics, registration and collection of money
 - o Develop and oversee budget based on approved ministry budget
 - o Coordinate communications of event
10. Actively following up with every student that fills out a connection card from an LH Students event utilizing Planning Center Online.
11. Coordinate ordering and preparation of all supplies for all LH Students ministry nights.
12. Oversee and ensure student ministry volunteers are maintaining proper volunteer credentials (MinistrySafe).
13. Assist in coordinating the expansion and visibility of student ministry, focusing on the student MVMT team.
14. Develop and oversee a system for building a student culture within the LH MVMT team by implementing a strategic system to track and connect with students on the LH MVMT team.
15. Assist in the development of an annual budget for LH Students.
16. Perform other duties as assigned.

Education and Experience

The ideal candidate has strong administrative, communication, and logistical skills. He or she should be highly relational and task/goal oriented. They should also have experience working with students for at least two years. This successful individual possesses a working knowledge of Microsoft Office, Planning Center Online, data management software, and other related applications operated in a Mac environment.

Compensation

This is a full-time position (40 hours per week) compensated based on experience.