



JOB DESCRIPTION

Position Title	Coordinator, Jr High Ministry
Position Reports to:	JH Ministry Pastor
Department:	Jr High
Schedule (may vary)	20 hrs/week, including Saturday nights, Sunday mornings, and Wednesday nights

General Description

The JH Ministry Coordinator helps support the program infrastructure of Elevate, the 7th & 8th grade ministry at North Coast Calvary Chapel. This person plays a key role in identifying, recruiting, and supporting volunteers, as well as contributing legwork to making weekend & midweek programs, camps, and special events running. You are a good fit for this role if you:

- Appreciate the need for a ministry approach with Middle Schoolers that is distinct from high school.
- Understand the value of structures and systems in growing a ministry's reach.
- Love Middle School students and directly ministering to them, but equally love seeing volunteers embrace that role and can thrive as a leader of leaders.
- Are able to work within the values of North Coast Calvary Chapel.

Specific Duties and Responsibilities

- Help plan elements of weekend and midweek programs along with JH pastor & intern
- Identify, recruit, and support volunteers in their work with 7th & 8th graders
- Learn everyone's name
- Keep room & supplies well-organized
- Help us design extra-program elements that help kids "Take the Next Step" in their faith
- Implement room management routines that simplify set-up, check-in, and tear-down
- When tasked to, follow up with students who are struggling to connect or having difficult life issues
- Become knowledgeable about church & community resources to help youth & families

Knowledge Skills Required for the Job

- Adolescent Development, including what helps grow kids spiritually (and what doesn't)
- Appropriate facilitation techniques for middle school small groups
- How to spot a great game or how to tweak a game to make it fit our context
- Can anticipate issues ahead of time and address them before they become problems
- Able and willing to learn lots of names and faces

Desirable Qualifications

- Experience in youth or children's ministry. A love and enthusiasm for middle school students is a must!
- Background in a large church where direct ministry was done mostly by volunteers, rather than staff.
- Teachable, with a heart to learn & hone ministry skills.

Personal Relations

- Able and willing to invest in our church community
- Able to develop supportive relationships with volunteers and potential volunteers
- Able to offer suggestions, new ideas, and critiques, but also take no for an answer
- Able to be a supportive influence in the lives of students without becoming their rescuer
- Not afraid of interfacing with parents

Minimum Qualifications Required

- Follower of Jesus Christ who is committed to their personal spiritual growth
- Willing to work within the vision and values of this church
- Computer literacy, including the ability to learn and use online productivity tools such as Quip, Google Docs, Dropbox, and FileMaker Pro and FileMaker Go
- High school diploma (bachelor's degree preferred)

Physical Requirements

- Requires sitting, standing, lifting up to 30 lbs, and possible traversing of rough terrain (such as at a camp)