

High School Coordinator Job Description

JOB DESCRIPTION

Position Title	High School Coordinator
Position Reports to:	Pastor of High School Ministry
Department:	High School Ministry
Schedule (may vary)	15 hours per week including some weekends and some holidays
Rate/Salary (optional to post)	\$15-16/hr

General Description

- Support High School Pastor & Director with administrative tasks and projects related to the High School Ministry.

Specific Duties and Responsibilities

- Facility Booking and Use – room reservations through CCB software, creating and developing maps; liaison between facilities and High School Ministry.
- Financial – processing reimbursement requests, tracking spending, budgeting, depositing monies received, check requests, processing payments to camps and other vendors for events.
- Event Registrations – creating and managing online and hardcopy registrations for camps & other events
- Serves as point of contact with camps to ensure all contractual obligations are met, received, and tracked
- Help Coordinate & Attend midweek programming and events - set up/break down venue and needed software (pro presenter), gather supplies
- Manage program & scheduling software - Church Community Builder (volunteers, service upkeep, check-ins)
- Supplies – Managing & maintaining inventory, procuring equipment & supplies for events
- Manage online records for student/leader profiles & event data via CCB
- Weekly Team Meetings - attend High School Ministry staff meetings & church-wide staff meetings.
- Marketing & Web Management - graphics, content creation, promotional material and overall aesthetics
- Weekly Email Communication - create content, manage audience, and send parent & leader emails
- Manage volunteer leader applications, background checks & driver agreements
- Liaison between High School & other ministries, including Production (promotional content & scheduling)

Knowledge & Skills Required for the Job

- Highly Detail-Oriented – must have strong planning skills and be able to maintain multiple projects at once
- Self Starter – must be a self-starter and work proactively and independently with little supervision
- Flexible and Calm Under Pressure – must be able to adapt to last minute changes while creatively working to resolve issues

- Strong Interpersonal Skills – must be able to interact with a wide demographic, this role interfaces with families, volunteers, students, professionals, etc.
- Strong Communication Skills – Candidate must have strong skills in writing and editing as well as strong verbal communication skills (comfortable and confident when speaking with parents, leaders, & staff)
- Strong Initiative – Candidate must have strong initiative to complete tasks independently, on a deadline, and be able to identify deficiencies and implement creative and innovative solutions
- Team Oriented - must enjoy working in a team-based culture
- Good Technical Skills – Candidate needs basic computer skills (Mac preferred). Proficient in Word, willing to be trained on Pro-Presenter, CCB, Canva/photoshop, and other program software as needed.
- Event Preparation and Coordination experience preferred.

Personal Qualifications

- Must believe in Jesus Christ and be in line with the mission and vision of the church.
- Team player with the ability to interact well with families, staff, church members, vendors and volunteers.
- Ability to keep church and personal information confidential.

Work Environment

- Due to the recent pandemic, the immediate work environment is subject to change. Currently we are meeting indoors, but if needed, must be willing to work remotely and/or outdoors.

Physical Requirements

- Standing (regularly)
- Stairs (regularly)
- Walking quickly (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls, receive and send text messages
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)