



Student Ministries Coordinator - Jamestown Harbor Church

Position Description (part-time / 20 hours)

MISSION

The Student Ministries Coordinator will help people find their way back to God by implementing student ministry programming for middle and high school students at Jamestown Harbor Church.

Position Grade: part-time/hourly/Exempt

Ministry Team: Jamestown Harbor Staff

Reporting Relationship: Jamestown Harbor Kids & Students Director

Student Ministries Coordinator serves as the architect and shepherd of the kids and student ministry at Jamestown Harbor providing vision, oversight and daily direction to the ministries and is responsible for the following:

1. Preparing and leading student ministry programming.
2. Leading and Equipping Volunteers.
3. Staff team responsibilities

STUDENT PROGRAMMING

The Student Ministry Coordinator serves as the point person for all student ministry programming.

- Result #1:** The Student Ministry Coordinator has met regularly with the Kids & Student Ministries Director in order to plan and prepare programming.
- Result #2:** The Student Ministry Coordinator has communicated relevant program details to volunteers at least one week in advance.
- Result #3:** The Student Ministry Coordinator has ensured all the details of Student Ministry programming and prepared and communicated in a timely manner.
- Result #4:** The Student Ministry Coordinator has led each program opportunity with an enthusiastic, non-anxious presence that invites both students and volunteers to participate collaboratively.
- Result #5:** The Student Ministry Coordinator has collaborated with staff and volunteers to ensure age-appropriate and positive transitions for students and families that promote personal and family formation.
- Result #6:** The Student Ministry Coordinator has been present at all cross-campus student events including but not limited to Harbor Students Winter Retreat and Youth Week.
- Result #7:** The Student Ministry Coordinator has met relationally with students at least two times per week.

VOLUNTEERS

The Student Ministry Coordinator is responsible for assisting in recruiting volunteers and leading volunteer teams

- Result #8:** The Student Ministry Coordinator has participated in a volunteer recruitment process that has resulted in enough volunteers to maintain a safe ratio of adults to youth at ministry programs and gatherings.
- Result #9:** The Student Ministry Coordinator has ensured every volunteer has a results-based job description outlining a clear path to success.
- Result #10:** The Student Ministry Coordinator has implemented a training and equipping strategy that has equipped volunteers to thrive in their unique roles.
- Result #11:** The Student Ministry Coordinator has led regular team meetings with volunteers to build community and collaboration.
- Result #12:** The Student Ministry Coordinator connected relationally with volunteer leaders at least once a week.

STAFF TEAM

The Student Ministry Coordinator actively participates in the life of the student ministries team.

- Result #13** The Student Ministry Coordinator has attended and participated in a campus worship service, special events, & other Harbor events.
- Result #14:** The Student Ministry Coordinator has attended student ministry team meetings and carried out assigned tasks as requested.
- Result #15:** The Student Ministry Coordinator has attended Jamestown Harbor staff meetings and carried out assigned tasks as requested.

WORKING RELATIONSHIPS

The Student Ministries Coordinator serves as part of staff team at Jamestown Harbor Church and:

- Reports to the Jamestown Harbor Kids & Student Ministry Director
- Works alongside of Jamestown Harbor and Harbor Churches staff.
- Supervises student ministry volunteers.

QUALIFICATIONS

Minimum requirements for the position include:

- Experience in student ministry.
- Ability to manage projects through to completion.
- Organizational and communication skills.
- Demonstrated relational ability with students.

DISCLAIMERS

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

Sunday mornings are considered a workday for this position. As with all church staff positions, The Student Ministries Coordinator must have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.

Thank you for your interest in employment opportunities at Harbor Churches. To apply for the position, please use the information below. If you have questions about specific positions or the application process, please email Harbor Churches Human Resources at hr@harborchurches.org.

Please copy and paste this web address in your browser
https://harborchurches.formstack.com/forms/employment_application

or scan the below QR Code to complete an online application and to submit a resume and cover letter.

