

Middle & High School Ministry Coordinator

Summary

The Middle and High School Ministry Coordinator supports the ministry area serving youth in 6th-12th grade. This is a full-time position working alongside the Director of Spiritual Development and the Children, Youth and Family (CYF) team to execute the administrative work and program coordination within middle and high school ministry.

Essential Functions

1. Administrative support to middle school confirmation ministry
 - a. Create and coordinate registrations for all middle school programming and confirmation.
 - b. Help create overview materials and handbooks for small group guides, students, and families.
 - c. Assist in recruiting and training volunteers.
 - d. Maintain church database of all confirmation students including attendance reports, sermon/service notes and small group distribution lists.
 - e. Coordinate room reservations and logistics to help execute mid-week confirmation program.
 - f. Help facilitate logistics of retreats, family nights and middle school special events, during the school year and summer.
 - g. Assist in planning and logistics of Affirmation of Baptism service (ordering supplies, layout and printing of faith statement booklets)
 - h. Work with accounting on financial recordkeeping.
2. Administrative support for high school ministry
 - a. Handle administrative tasks such as managing registrations and updating the database.
 - b. Make connection calls and send emails to families.
 - c. Manage calendaring events for high school ministry.
 - d. Help facilitate logistics of retreats, youth trips and youth nights throughout the school year and summer.
 - e. Work with the Director of Spiritual Programming & Development and the Director of Children's Ministry to complete yearly grant requests and manage paperwork for HS summer intern program.
3. Support fundraising/development and events within CYF ministry area
 - a. Coordinate logistics of fundraising events for CYF.
 - b. Help create community fundraising opportunities and maintain relationships with a variety of merchants.
4. Children's ministry float (cross-trained to help with up-front ministry where needed)
 - a. Serve as a back-up to coordinate and plan for Sunday morning church school when Children's Ministry staff is not available (prepare supplies, ready classrooms, review lesson plans, ensure smooth transitions to classrooms, lead large group worships as needed)

Competencies

- Be a follower of Jesus, model a faith-filled lifestyle, support Good Shepherd's mission of welcome, serve, forgive.
- Basic understanding of Lutheran religion (or willingness to learn).
- Working knowledge of Microsoft 365, including Word, Office, Outlook, Excel, PowerPoint and social media.
- Ability to relate well to children and caregivers, understanding various family dynamics.
- Planful, detail-oriented, reliable and flexible; able to work both independently and collaboratively.
- Excellent multi-tasking, organizational and time-management skills
- Demonstrated interpersonal, verbal and written communication skills, for use with internal and external groups.
- Maintain confidentiality.
- Positive attitude, empathetic, trustworthy, sincere, and grace-filled.

Work Environment

This job operates in a professional office environment. The role routinely used standard office equipment such as computers, printers, phones, filing cabinets and fax machines.

Physical Demands

This is a largely sedentary role; however light lifting opening of cabinets, bend and stand may be required.

Travel

Attending youth retreats and trips may be required.

Position Type & Classification

1. This is a full-time, exempt position not eligible for overtime compensation.
2. 40 hours per week (based on 52 weeks/year). Days and hours of work are flexible to be worked out with the Director of Spiritual Programming and Development; occasional weekend and evening availability required
3. Reports to the Director of Spiritual Programming and Development.

Required Education and Experience

1. High school diploma
2. College degree or relevant continuing education preferred.
3. Demonstrated office/administrative experience preferred.
4. Experience working or volunteering with youth.

Additional Eligibility Qualifications

None required for this position.

Equal Employment Opportunity Employer

The church is an Equal Opportunity Employer. Except as otherwise allowed by law, it is the church's policy and practice not to discriminate against any person based upon his or her race, color, creed, citizenship, national origin, ancestry, age, sex, marital status, sexual orientation, disability, arrest or conviction record, members in the national guard, state defense force or any military reserve component, or any other classification protected under applicable federal, state, or local law.

Where reasonable accommodation is necessary to allow qualified individuals with known disabilities to perform the essential functions of their job, the church will provide such accommodation unless doing so would result in undue hardship to the church.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibility

This position has no supervisory responsibilities.

Signatures

This job description has been approved by all levels of management.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Supervisor_____ Date_____