

# Myers Park Presbyterian Church

## Job Description

**Job Title:** High School Ministry Coordinator  
**Department:** Youth Ministry  
**Reports to:** Associate Pastor for Youth and Their Families  
**FLSA Status:** PT/Non-Exempt  
**Date Reviewed:** December 2016  
**Funding Source:** GF - Personnel

### SUMMARY

Cultivate faith formation with youth in High School. Efforts should help perpetuate, in collaboration with other staff and lay disciples, Christian education and spiritual guidance for High School youth and their families. Maintains and implements current programs, but also creates new opportunities. This position will help perform the duties associated with the overall High School ministry including coordinating outreach, education, fellowship and personal relationships with the High School youth and their families at MPPC.

### A. QUALIFICATIONS

- Bachelor's Degree with three years of experience working with youth preferable in a church setting or the equivalent combination of education and experience
- Committed follower of Jesus Christ and evidence of personal discipleship, knowledgeable about the Presbyterian Church (USA) form of government and have a good understanding and commitment to the Reformed Tradition.

### B. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- a) Work with High School youth leaders and class advisors to plan, direct and implement weekly activities and programs that encourage Christian spiritual development and build community with High School students
- b) Initiate and coordinate weekly communication with young people, youth leaders, parents and staff
- c) Plan and implement High School youth retreats, mission trips, and conferences
- d) Affirm the call of young people to be disciples of Jesus Christ and encourages their active response to faith, connecting them to ministry and mission opportunities
- e) Cultivate leadership for High School youth council and youth ambassadors for each grade that can in turn create a culture of friendship in the youth ministry
- f) Produce newsletter information, church blogs, calendars, letters, flyers, emails, etc. for publication to the congregation, and to youth and their families, the activities of the High School youth program
- g) Collaborate with the Youth Ministry team to recruit High School youth leaders, Class Advisors, Major Event Coordinators, and Ideal Trip Leaders
- h) Build relationships with High School youth and their families through contact work and pastoral care
- i) Participate in weekly staff meetings

- j) Participate in weekly youth activities annual overnight trips (e.g. an average of 4 mission trips and youth conferences each summer)
- k) Network with the Scouting ministry providing training and staff support
- l) Other duties as assigned by Associate Pastor for Youth

**C. REPORTING RELATIONSHIPS**

This position reports to the Associate Pastor of Youth.

This position does not supervise staff.

**D. ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

- a) Ability to organize and initiate work with a minimum of supervision
- b) Ability to prioritize and manage multiple projects and adapt production timelines to changing conditions
- c) Ability to work both independently and collaboratively within a team to assess needs and produce results
- d) Ability to establish and maintain positive working relationships
- e) Ability to effectively communicate through verbal, written, or electronic means
- f) Demonstrates strong organizational skills
- g) Ability to maintain confidentiality
- h) Ability to read, interpret and analyze complex documents
- i) Ability to prepare budgets and use financial statements

**E. PHYSICAL AND MENTAL REQUIREMENTS**

- a) Physical requirements include but may not be limited to: frequent handling of files, books, computer disks and boxes of documents, keyboarding, operating a telephone, and other office equipment.
- b) Mental requirements include, but may not be limited to: general math functions, intermediate reading, advanced reasoning, advanced speaking ability, and advanced writing ability.

**F. WORK ENVIRONMENT**

- a) The employee is occasionally required to be mobile throughout the building and attend off-site functions.
- b) The noise level in the work environment is moderate.