



JOB DESCRIPTION

Title: Youth Coordinator
Department: Family Ministry Department
Reports To: High School Pastor & Middle School Pastor
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: Responsibilities include being in charge of all assimilation and follow-up that pertains to the High School and Middle School as it relates to weekly services and Small Groups.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Oversee student assimilation and follow-up by:**
 - Making contact with first time guests
 - Ensuring there is a seamless process for students to be engaged in ministry opportunities
 - Developing and implementing a process for re-connecting with students who have repeatedly missed services or Small Group
 - Creating and implementing an onboarding process for grade level transitions

- **Oversee Youth Leaders for weekly services by:**
 - Scheduling volunteers for their designated tasks and responsibilities for that week
 - Developing a Leadership Team of volunteers that oversee each Student Volunteer Team
 - Keeping track of leader's attendance
 - Keeping constant communication with Adult and Student Leaders

- **Oversee leadership of Small Groups by:**
 - Recruiting adults for Small Group leadership
 - Assisting in the resourcing of Small Groups with lesson materials and shepherding tools
 - Encouraging and facilitating Small Group multiplication

- Ensuring a seamless process for students to become engaged in Small Groups
- Communicating regularly with Small Group leaders

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Excellent communicator
- Administrative Assistant experience preferred
- Ability to create a fun and engaging ministry atmosphere
- Demonstrated capacity to lead and administrate

Work Environment

During office hours, this job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. During programming times, this job is much more hands-on. It requires the individual to be around students, working alongside and ministering to them.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms. This position is required to lift up to 30 lbs. and be able to move items such as furniture or equipment around to help set up for events and programming.

Position Type/Expected Hours of Work

This position is full time, 40 hours a week. Typical hours include Monday, Tuesday, Thursday 8:00-5:00, Wednesday 12:00-9:00 PM, and Sunday 8:00-1:30.

Travel

This position may be required to travel for conferences, camps, and trainings.

December 6, 2017

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.