

Hope Community Church Job Description

Job Title: Campus Middle School Ministry Coordinator

Reports to: Campus Middle School Pastor/Director

Supervises: Campus Middle School Volunteer Team

Role Summary

Implements Hope Community Church's mission through an empowered volunteer team who connects middle school youth in authentic community, invests in them to grow in their faith, and equips and empowers them to serve as missionaries both locally and globally.

Key Result Areas

Leadership

- Equip and empower Middle School Ministry volunteers with leadership and spiritual development opportunities by implementing regular training and necessary resources for their tasks.
- Develop skills necessary for identifying and building a volunteer leadership team out of the existing volunteer team.
- Consistently strive toward alignment by modeling healthy collaboration with leadership, and other campus and Family Ministry teammates.
- Collaborate with campus staff and Central Services teams to meet needs and resource families in the local community.
- Create and maintain a healthy volunteer culture that includes goal-setting, regular celebration, and intentional appreciation.
- Model the importance of relevance by being an active and lifelong learner as it pertains to cultural trends impacting youth.

Strategy

- Lead, execute, and plan Middle School Ministry programming and events that are uniquely designed to *reach* youth, *connect* them in community, and provide them with opportunities to *grow* in their faith.
- Develop as a biblically relevant and effective communicator to students, volunteers, and parents through live and video platforms as required.
- Ensure that families of middle school students and volunteers receive regular and resourceful communication that keeps them connected to the mission and vision of Family Ministry.
- Be present and invest in the lives of middle school students outside of programmed ministry and empower volunteers to do the same.
- Establish a presence and develop relationships with key influencers at the local middle school with which your campus team has chosen to partner.
- Partner with Hope's Children's Ministry and High School Ministry to ensure successful transitions in and out of each ministry department.
- Collaborate with Special Needs Ministry Team to ensure that the individuals impacted by special needs are advocated for during ministry experiences.

Operations

- Execute ministry within Hope’s Operating System (HOS) and Hope’s Family Ministry Strategy, programming, systems, and processes for Youth Ministry at the campus.
- Accountable for the ‘new to connected’ process for middle school youth.
- Responsible for an aligned team process that leverages database for connection, follow-up, and celebration of spiritual formation.
- Ensure HR and Accounting processes are upheld for the Middle School Ministry at the campus.

Essential Responsibilities and Duties

- Execution of Middle School Ministry programming at the campus
- Commit to development of youth ministry skills and competencies, including team-building, programming, and effective communication with youth, parents, and volunteers.
- Attend weekly staff meetings, Central and Campus
- Participate in regular team and individual meetings with Family Ministry campus staff.
- Serve in rotation with Family Ministry teammates as a facilitator of Family Ministry Orientation.
- Abide by and support HR policies and abide by all budget allocations.
- Affirm and support the statement of faith of Hope Community Church.
- Actively involved in the life / culture of Hope
- Able to lift 30 pounds
- Other duties as assigned

Key Competencies and Preferred Experience

- Outstanding desire to encourage and develop others – must have very strong interpersonal skills.
- Strong self-awareness that leads to modeling emotional and spiritual health
- Demonstrates developing leadership maturity
- Demonstrate an openness to feedback for personal and professional growth
- Strong planning, organization skills, and attention to detail
- Strong communication skills, including written and verbal
- Flexibility, adaptability, and self-motivation
- Working proficiency of Microsoft Office 365 suite (Teams, Outlook, Word, Excel, etc.)
- Able to build teams who are equipped and empowered to lead
- Be self-motivated and able to work independently, while also being able to function cooperatively as a member of a team
- Ability to transfer ministry vision into execution of programming/events
- Align with the vision, values, and doctrinal statement of Hope
- Pursuit of relevant degree or equivalent work experience preferred
- 2+ years experience working/serving in Family/Youth Ministry

Employee Signature

Date

Supervisor Signature

Date