

ROLE TITLE:

Student Ministries Coordinator

REPORTS TO:

Pastor of Young Adult and Student Ministries

TYPE OF POSITION/REMUNERATION:

30 hours a week.

Based on qualifications and salary grid

ROLE PURPOSE:

The Student Ministries Coordinator is responsible for planning and running a large portion of the student ministry program. The program is an integral part of our strategy to see youth come to Jesus and grow in their relationship with him. This role focuses on the main directives of providing times and environments for fun and connections. When a large portion of the students want to return or invite their friends, we know that they are having fun and are feeling connected. This role is also a critical link between our Junior High and Senior High ministries. The program will be led by the Student Ministry Coordinator and it will be their job to ensure that the work will be increasingly shifted to a team of volunteers that they recruit and train to carry it on a youth night.

KEY RESPONSIBILITIES

- Plan, create, setup and run the following components of Jr. and Sr. High youth nights.
 - Check-in and Welcome of the students
 - Free play
 - Food/Snack/Pop/Kitchen
 - Game setup
- Create, update, and maintain engaging break out rooms.
- Ensure youth center is clean and reset for next ministry.
- Admin; general e-mails, phone calls, booking of youth center.
- Purchase, maintain, and organize game/activity supplies and their set up on youth nights.
- Manage Jr. and Sr. High Instagram and WhatsApp accounts. Create ads, take and post pictures, communicate and connect.
- Responsible to manage the ministry budget assigned to this role.
- Recruit, lead and schedule in volunteers that run a program portion of youth nights (Host Team).
- Attend all staff meetings, congregational meetings and team meetings as assigned.
- Lead small (3-4 people) JH and SH student setup teams.
- It is important to note that this role requires working typically two evenings a week. It is not unusual to work until 11 pm on those nights. Those nights are currently Wednesday and Thursday.

QUALIFICATIONS

- Spiritually mature Christian
- Good interpersonal skills with parents and youth
- Youth ministry work/volunteer experience
- Able to work as a part of a team
- Creative capabilities in game/activity planning and event coordinating
- Requires a high level of initiative and the ability to work independently and perform duties with minimal direction and supervision
- Able to: anticipate needs, organized, punctual, multi-task, work with focus in a multi staff office, and be a good time manager
- Must provide a Criminal Record Check
- Must agree and sign the CrossRoads Lifestyle Agreement and the Confidentiality Agreement.
- Understand and support the vision, mission, and strategic direction of CrossRoads Church.

Process:

Please submit your cover letter and resume to Kendra Berniko at the Church Office or via email to KendraB@CrossRoadsChurch.ca.

CrossRoads Church

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Position will be posted until a suitable candidate is found.

“To give everyone in Central Alberta the opportunity to have a personal relationship with Jesus Christ and by following Him together, impact the world with compassion and hope.”