

## **Junior High Program Coordinator** - DRAFT 1.0

Leverington Church  
6701 Ridge Ave  
Philadelphia, Pa 19128

**POSITION DESCRIPTION:** Junior High Program Coordinator

**STATUS:** Part-Time, Stipend

**HOURS:** 6 hours a week for 42 weeks a year

### **General Purpose of Position:**

To build young disciples for Christ by developing and implementing a comprehensive approach to junior high ministry while serving as a spiritual leader and role model to the students. The position will include a 1 hour Sunday Morning Sunday School class and a 1 hour Junior High Youth Group meeting at a day and time to be determined.

### **Organizational Relationship and Supervision:**

The Junior High Program Coordinator reports to the Senior Pastor as head of staff and has direct access to the Elder of Personnel for HR support. The Senior Pastor, in cooperation with the Elder of Christian Education, provides an annual evaluation of the Junior High Program Coordinator's performance. Attendance at the following meetings is expected: once a month meeting with Christian Education Committee.

### **The Primary Task:**

To develop and grow a Junior High ministry committed to:

- loving youth where they are
- encouraging youth in developing their relationship to God
- providing them with opportunities for nurture and growth
- challenging them to respond to God's call to serve
- supporting families – encouraging both parents and teens as they navigate this season of life

### **Responsibilities:**

1. Help plan, develop, and implement a weekly Sunday School for junior high students. Coordinate Sunday school curriculum for youth (grades 6-8th) and recruit teachers in partnership with the Elder of Christian Education.

2. Help plan, develop, and implement a Youth Group ministry for junior high students.
3. Recruit and train volunteers who work with junior high youth and ensure adequate volunteer support and adult to youth ratios.
4. Mentor youth in developing their leadership skills.
5. Be aware of resources for developing the youth ministry programming and participate in continuing education events and training opportunities.
6. Communicate in a timely manner and as effectively as possible using all available resources (email, website, bulletin, newsletter, etc.). Ensure communication with Elder of Children's Ministry, parents, and the congregation as a whole as needed.
7. Ensure that the Child Protection Policy is observed in all youth ministry settings.

**Qualifications and Aptitudes:**

1. Must have a personal relationship with Jesus Christ and embrace Christian theology and practice. This includes affirming the beliefs and living out the behavioral standards found in Leverington's "Leadership Guidelines."
2. Must have vision and a demonstrated ability to plan, develop and implement a Junior High Sunday School class.
3. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
4. Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers.
5. Must be an enthusiastic, dependable, self-starter with good self-management and time-management skills.