



Position: **Middle School Coordinator**

Reports to: Student Ministries Director

Status: Non-Exempt (*Part-Time, Hourly*)

Last Revised: May, 2020

Overview

Leads and coordinates all energy and effort for LifePoint Middle School Ministry that will result in the mobilization of the next generation to find and follow Jesus. Creatively leverages opportunities and resources for Middle School students that utilize age-appropriate curriculum to support a comprehensive strategy for each student's life to grow in their personal faith journeys.

Key Responsibilities

➤ Programming

- Oversee and lead the Middle School programming
- Plan and produce weekly Middle School services
- Train volunteer leaders and staff on Orange strategy, Lead Small culture, engaging both their personal and professional growth
- Effectively communicate vision for Middle School ministry to church staff, parents, students and the church body at large
- Collaborate with program coordinator to organize, plan, and execute Middle School events. Minimally three outreach events, two camps (one summer and one winter), and one domestic summer missions trip.
- Create excellent and engaging environment for both students and volunteers
- Monitor and execute Middle School budget
- Network with other Middle School church programs to engage with regional church community
- Collaborate with Student Ministries Program Coordinator to support all events

➤ Volunteer Coordination/Staffing

- Oversee, develop, and lead all Middle School volunteers
- Encourage, empower, and equip small group leaders through training and relationship
- Recruit and orient new leaders who are passionate about Middle School students
- Plan volunteer appreciation events
- Recruit, coordinate, grow, schedule, and develop Middle School volunteer teams
- Maintain and oversee the teaching calendar

➤ Collaboration with Family Life Team

- Contribute to projects and efforts of the Family Life Team
- Participate in weekly meetings and share ideas
- Attend conferences and any other ministry education classes to continually learn and grow in ministry
- Work alongside LPKids Ministry, High School Ministry and parents to transition students into and out of the Middle School ministry successfully

➤ **Special Events**

- Plan and lead a Middle School-specific missions trip each summer
- Plan and execute the transitions into and out of Middle School with Pre-Teen and High School ministries
- All other duties as assigned by Student Ministries Director

Qualifications and Required Skills

- Agree with LifePoint's "What We Believe" and commit to exhibit a lifestyle that is consistent with the same
- A heart for students through each developmental phase and a passion to them find and follow Jesus
- A high regard and competency to faithfully abide in God's Word
- Highly collaborative style that energetically communicates vision and mission strategies
- Undergraduate degree in applicable field and focus preferred (Youth Ministry, Education, etc...)
- Three years in Student Ministry or applicable field preferred (Parachurch organization, Education, etc...)
- Demonstrable competency in Microsoft Office Products
- Proven ability to take projects to completion
- Organized and able to manage multiple projects
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when necessary to meet needs.
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately
- Organized, creative thinker, highly productive, and effectively works in a fast-paced environment
- Committed to improvement, seeks constructive criticism, understands both strengths and weaknesses
- Excellent written and oral communication skills