



Job Description

Journey Church

Job Title:

3rd-8th Grade Student Coordinator

Reports to:

Family Ministry Director

Purpose:

To inspire families to follow Jesus by helping our family ministry team execute our strategy for students in 3rd-8th grades.

Simple Job Description:

To create a great experience for both families and volunteers.

Short-Term Win:

When the 3rd-5th Hwy252 area and Transit area are positioned to win each week.

Long-Term Win:

When the strategy is executed successfully so students take steps to build a faith of their own.

Role Overview:

This is a full-time role designed to help our student volunteer teams execute our strategy effectively. This role requires coordinating details and logistics for weekly services and special events. This role is also responsible for ensuring our volunteers and families have a great experience each week. Regular availability on Sundays is a required part of this role.

Specific Responsibilities:

1. Execute our 3rd-8th grade strategy as directed by the Family Ministry Director.
 - Collaborate with the Family Ministry Director on strategic effectiveness and improvement.
 - Coordinate any supplies for Sunday morning.
 - Ensure areas are "Sunday ready".
 - Manage budget for assigned areas.
 - Other tasks as assigned by FMD.
2. Execute special events and special Sundays for assigned areas as directed by Family Ministry Director.
 - Participate in event planning meetings and assist in executing any creative elements as needed by FMD.
 - Coordinate ordering, assembling, set-up etc. for events (ex: Baptism Bash, Pajama Jam, etc.).
 - Other tasks as assigned by FMD.
3. Build and support volunteer teams.
 - Assist FMD with building volunteer teams and developing relationships with team members.

- Ensure the volunteer culture remains healthy and consistent with Journey's volunteer values.
- Support the volunteer teams on Sunday mornings by helping to solve problems, answer questions, express appreciation, provide encouragement, and create a great experience for both volunteers and families.

Profile:

This person should possess the following skills and characteristics...

- Loves Jesus and the mission of our church
- Passionate about helping our church's families build a faith that lasts a lifetime
- Reliable, dependable, and trustworthy
- Able to handle details and be task-oriented
- Thrives in a very fast-paced environment
- Possesses an exceptional work ethic and drive to achieve
- Values excellence and is willing to ensure environment quality control
- Takes initiative to evaluate and improve their environments, systems, and strategies
- Enjoys executing provided strategies and systems
- Comfortable using word processing software and technology in general
- A genuine desire to help in whatever capacity is needed
- Agrees with Journey's Statement of Beliefs and Leader Agreement
- Personally practices the four habits of engagement (invite, serve, give, connect)
- Self-aware and investing regularly in personal growth

Pay Structure & Work Schedule:

This will be a full-time position estimated at 40 hours per week. The work schedule is Sunday-Thursday with some flexibility possible, if approved. The employment package will include a competitive salary, family health insurance (employer provided), and an employer contribution into retirement.