

Student Ministry Volunteer & Small Group Coordinator
FLSA Status: Non-Exempt
Reports to High School Director
Grade II (\$12.10-\$18.70 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

Under direct supervision, coordinates the high school and middle school ministry 60+ small group leader volunteer team. Includes scheduling, training, coordinating, and communicating with the volunteers. Coordinates all aspects of the high school and middle school small group ministry at NewSpring Church.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Coordinates the administrative functions for the high school and middle school small group ministry by scheduling volunteers for each service—in the area where they will serve within the middle school ministry and high school ministry on a weekly basis. Communicates with volunteers the acquired curriculum for the weekly student services and other information as needed. Generates routine reports needed regarding attendance, volunteers and small groups. (app. 25%)
- Coordinates all aspects of the high school and middle school small group ministry. Connects high school and middle school students (newcomers and regular attendees) to small groups. Includes monitoring small group progress and resolving potential problematic issues. (app. 25%)
- Recruits and trains small group leaders for the high school and middle school ministry. Interviews potential small group volunteers, trains, and executes an ongoing training program for all existing small group volunteers. This includes quarterly small group leader events and group training. Meets with volunteers one-on-one regularly. (app. 25%)
- Assists the High School Director with planning and setting goals for the high school small group ministry. (app. 5%)
- Functions as an onstage host or game leader. Helps set up and clean up for the high school and middle school services. (app. 15%)
- Assists with all middle school and high school special events throughout the year. (app. 5%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.

EXPERIENCE

- A minimum of two to three years' experience volunteering in student ministry.
- A minimum of one year of experience leading a small group.

REQUIRED SKILLS

- Coordination and organizational skills.
- Written and verbal communication skills.
- Computer proficiency, working knowledge of MS Word and preferred knowledge of Planning Center.
- Must have a passion to see the student ministry grow spiritually as well as numerically.
- Ability to foster a team environment and sense of unity among staff and volunteers.
- Ability to function independently.
- Ability to handle confidential information with discretion.
- Positive temperament, dependability and professionalism.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Frequently ascend and descend stairs and/or ramps.
- Frequently remain in a stationary position, often standing or sitting for prolonged periods.
- Communicate verbally with others to exchange information.
- Frequently lift, carry and move up to 35 pounds.
- Frequently observe and monitor environment from long distances.
- Constantly view and operate technological devices, including but not limited to computers, laptops, printers, and radios.
- Frequently discern colors and sounds for production of creative elements.
- Must possess the ability to work in environments with theatrical elements, including but not limited to strobing lights and fog.
- Quick reaction with movement.
- Frequently move self in different positions to accomplish tasks in various environments.

WORKING CONDITIONS

- 95% inside, 5% outside