



JOB DESCRIPTION

DATE: January 13, 2020
JOB TITLE: **Middle School Coordinator**
LOCATION: Cedar Falls Campus
REPORTS TO: Associate Campus Pastor of Families
FLSA STATUS: Full-time, Exempt
WEEKENDS: Yes

SUMMARY

The Middle School Coordinator will be the primary leader for the middle school ministry at the Cedar Falls Campus. This leader will develop the leadership team, serve as the primary communicator, coordinate all programming and production activities, and oversee all events involving middle school age students. This leader will manage data, stage appropriate environments, form intentional partnerships with parents and support the overall philosophy and mission of Prairie Lakes Church and its leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Demonstrate a passion and heartfelt concern for students, an ability to connect and partner with parents, and a familiarity and agreement with the Orange philosophy of ministry.
- Manage a leadership pipeline, cultivating a strong intergenerational team of healthy leaders at all levels of ministry.
- Recruit, develop, manage and celebrate volunteers.
- Coordinate curriculum and teaching schedule as part of executing middle school programming.
- Disciple students through formulating opportunities for relationship building, managing leaders, schedules, and environments during middle school programming and events.
- Manage data in the FellowshipOne database tracking students, parents, and leaders.
- Partner with parents inviting their participation, offering coaching, and distributing resources.
- Oversee ministry communication with teens and parents using multiple channels to keep them informed of middle school programming and events.
- Coordinate student retreats, mission initiatives, events, and trips.
- Mobilize middle school students into areas of ministry based on their interests, faith and potential.
- Work with Kidventure Coordinator in the spiritual formation and appropriate transition for 5th graders.
- Attend school events and activities as the “face” of the Prairie Lakes Church middle school ministry.
- Follow up with visitors and work to assimilate new students into the middle school ministry.
- Greet students and parents in the church lobby most weekends.

SUPERVISORY RESPONSIBILITIES

- Supervise volunteers connected with the Cedar Falls middle school ministry.
- Supervise and coordinate middle school ministry interns.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor degree in Biblical Studies, Theology or other Biblical education preferred.
- Two or more years of experience in leading and/or shepherding/discipling middle school and/or high school students.
- Equivalent combination of education and experience acceptable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense in carrying out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- Be passionate about helping students to pursue authentic faith and leading them to discover a personal mission.
- Be effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Have the ability to communicate and establish effective working relationships with other staff members and volunteers.
- Be able to effectively present information and respond to questions from parents and volunteers.
- Be able to work efficiently and effectively in team situations, as well as work independently.
- Possess strong interpersonal skills with the ability to relate to both adults and teenagers.
- Be creative, detail oriented, flexible, and decisive with the ability to organize and coordinate tasks and people, set priorities, and motivate others.
- Demonstrate proficiency in technologies such as social media, blogs, texting, and willing to learn new technologies as they become useful.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. This campus has a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____