

**Redeemer Presbyterian Church
Job Description**

Job Position: Junior High Girls Coordinator
Supervisor: Junior High Director
Paid Hours: PT / FT

Job Purpose: To help grow the Junior High ministry, primarily focusing on connecting with and discipling the Junior High girls at Redeemer.

Duties & Responsibilities:

Vision:

- Carry out the vision of discipleship and ministry with the 6th-8th grade young ladies at Redeemer
- Create and cultivate an identity for each grade of the young ladies in the midst of the Junior High Ministry, helping them understand their identity in Christ and role in the church
- Recruit and oversee ministry volunteers for the young ladies
- Faithfully build rapport with parents of students, learning and addressing their needs
- Faithfully pursue students and families in relationships that lead to discipleship, focusing on young ladies

Programs:

- Help build a vibrant small group ministry, overseeing all girl small groups in the junior high ministry and their leaders.
- Be an active presence in the facilitation of Sunday worship services, mid-week gatherings, monthly events and camps (winter & summer), carrying out directed tasks
- Use all programmed activities as valuable relational time with the young ladies, connecting with them personally and interpersonally

Administration & Communication

- Oversee database for Junior High Ministry
- Handle the details of event planning as directed by the Junior High Director
- Communicate in an excellent and timely manner all details of programs with Junior High Families

Development:

- Meet with the student staff team twice a month for collaboration and ministry development

Skills/Qualifications

- A maturing relationship with Christ
- A passion for students, particularly 6-8th grade girls
- Previous experience working with children and youth
- Appropriate educational background
- A willingness to be a team player
- Has the integrity to work flexible hours
- An energetic and cooperative spirit
- Responsible, reliable, and punctual
- Exceptional moral and ethical character
- A willingness to listen, receive and provide feedback
- Gifted in the areas of (but not limited to), woo, communication, connectivity, leadership, encouragement, developer