



POSITION TITLE:High School Ministry Program Coordinator

REPORTS TO:Vice President of Ministries

Part Time Full Time Seasonal
 Hourly Salary Exempt Salary Non-Exempt

KEY RESPONSIBILITIES

High School Ministry

1. Coordinate annual calendar / program / spiritual formation plan to High School Students including T-Force, Connections Groups, service projects and special events / trips.
2. Recruit and provide oversight of an adult volunteer leadership team for the High School ministry.
3. In cooperation with adult volunteers, facilitate student contacts / relational ministry.

Teen Staff

4. Recruit, hire, lead and nurture the appropriate number of Teen Staff required for the Youthfront Camp program.
5. Provide direction and supervision of all Teen Staff ministry initiatives at both Youthfront Camps.
6. Work in cooperation with other staff in the creation of effective spiritual formation experiences for campers, teen staff and summer staff.
7. Participate in the recruitment of Summer Staff for Youthfront Camps.
8. Provide oversight and direction of the Teen Staff Leaders program.

Young Adults / Alumni

9. Cooperate with other Youthfront staff in creating connection points both virtually and in-person for Youthfront young adults and alumni.

Administration:

10. Provide the necessary administration required for the Teen Staff program, including but not limited to applications, references, hiring process, certification, etc.
11. Cooperate with other Youthfront Staff in coordination of the Lifeguard Certification process of Youthfront.
12. Provide leadership and coordination to annual fundraising events / strategies for parents of Teen Staff and Youthfront Alumni.

GENERAL RESPONSIBILITIES

Assist with organization wide fundraising initiatives

Attend and help at ministry sponsored events
Represent the organization, its interest, and programs
Maintain a positive working relationship with clients, vendors, and partners
Follow all procedures and policies as outlined in the staff handbook
Raise Financial Support for the Ministry

MINIMUM QUALIFICATIONS *(check all applicable qualifications)*

- High school diploma or GED
- Associate Degree or Equivalent Experience
- Bachelors Degree or Equivalent Experience
- Masters Degree or Equivalent Experience
- 2Years of Related Experience

ESSENTIAL FUNCTIONS *(check all applicable functions)*

- Ability to lift up to lbs
- Driver's License Required
- Ability to operate farm equipment and heavy machinery
- Other:

Youthfront is committed to the full inclusion of all qualified individuals. As part of this commitment, Youthfront may provide persons with disabilities reasonable accommodations. This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.