



Job Description

Title	High School Ministry Campus Coordinator	Status	Part Time (5-10 hrs/week)
Department	Youth Ministry	Reports to	Katie Van Dame (Youth Director, High School Ministry)

POSITION PURPOSE

Assist the Youth Director over High School Ministry in coordinating and supporting High School Ministry weekly program, to fulfill Hope Lutheran's mission, "to encourage all people to know the love of Christ." The goal of the High School Ministry Team is to use their spiritual gifts to nurture, inspire, and encourage the youth, and those who support them.

POSITION RESPONSIBILITIES

1. Weekly Programming & Coordination Responsibilities
 - Ensure fellowship spaces are setup and ready prior to student and leader arrival (i.e. food, games, small group resources) & cleaned up at the end of programming
 - Model positive relationships with youth and enforce all policies and procedures for safety and well-being
 - Manage and collect monetary offerings from programming
 - Be a hospitality presence greeting students and leaders, making everyone feel welcome
 - Be an "up front" presence in large group by sharing announcements, praying, and assisting with or leading games
2. Volunteer Support & Encouragement
 - Gather volunteers weekly to check-in and pray for the evening prior to the start of large group
 - Connect with and support Small Group Leaders weekly, during the programmatic time
 - Ensure small group leaders are tracking students' weekly attendance
3. Other Duties
 - Joyfully share the love of Jesus Christ
 - Help students learn attitudes, skills and subject matter that will contribute to their development as mature, able and responsible Christians to the praise and glory of God
 - Be a Christian role model in attitude, speech and actions towards others and enforce policies for safety and well-being
 - Seek God's will while equipping parents, volunteers and students with tools and training necessary to develop strong spiritual growth and positive relationships
 - Contributing to a church wide atmosphere of hospitality
 - Assist, as able, with weekly facilitating and planning of "Starting Point" (high school outreach program)

REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran.
- ❖ Proficiency with computers, Microsoft office products and smart phone applications
- ❖ Perform duties independently and cooperatively
- ❖ Ability to lead and inspire a team of volunteers
- ❖ Communication and interpersonal skills

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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