

Job Description : High School Coordinator

Position Details

- Reports to: Student Ministry Director
- Part Time position; 18 hours/week
- Benefits: \$100 study account; \$150 meal allowance; 15 hours paid vacation

Position Summary

The High School Ministry Coordinator is primarily responsible for implementing all the weekly Wednesday night experiences for our mentoring program for the highschool students and their mentors at Upper Room empowered by the Director of UR Students. This position will also be responsible for supporting the mission of Upper Room, to be alive through the words, actions, and presence of Jesus.

Core Responsibility 1: Leadership Development

Create a culture of leadership development

1. Leadership Recruitment
 - a. Work alongside UR Students team to recruit mentors through personal ministry connections
 - b. Assist in interviewing potential new mentors
2. Leadership Training
 - a. Collaborate with UR Students team to create and implement initial September training for mentors
 - b. Collaborate with UR Students team to create and implement Mentor Huddles
 - c. Lead weekly Mentor Meetings
3. Leadership Empowerment
 - a. Meet with supervisor twice monthly (or weekly depending on the needs of the program at that time)
 - b. Read and reply to weekly Feedback Forms and alert supervisor when necessary
 - c. Hold mentors accountable for their commitment
 - d. Celebrate with mentors through appreciation events and activities

Core Responsibility 2: Program Development

Lead experiences that lead students and mentors into an intentional rhythm with Jesus

1. Spiritual Formation + Weekly Experiences

- a. Lead HS ministry each Wednesday and create program curriculum each week
2. Program Integrity
 - a. Maintain all records, feedback forms/year-end match closure, policies, and procedures
 - b. Manage related administrative duties
3. Annual Events/Experiences
 - a. Lead the Fall/Spring retreats
 - b. Plan and Lead Mentor Mixers/Huddles

Core Responsibility 3: Equipping UR Families

1. Participate and co-lead annual Parent Meeting
2. Participate in new families strategy
3. Communicates with the Director of Families the current status and needs of families.

Desired Qualities and Passions

- Commitment to grow in follower-ship of Jesus
- Ability to fully embrace the vision and values of Upper Room
- Passion for relational ministry and connection to students and their families
- Eager to learn about the spiritual formation and development of students
- Reliable, trustworthy, self starter, and excellent at following through on details
- Ability to embrace innovation and creativity while adapting to change
- Ability to use appropriate judgment, discretion, sensitivity, and confidentiality
- Proven leadership skills utilizing a cooperative, collaborative leadership style
- Strong interpersonal skills with the ability to maintain healthy and motivating relationship with supervisors, coworkers, and volunteers
- Strong verbal and written communication skills

Staff Participation

- Support Sunday night gathering experiences on an as needed basis
- Be present for significant organizational events (Christmas, Easter, Good Friday, Tenebrae, etc.) as determined at the time of contract signing
- Participate in Staff Happy Fun Days - 5th Tuesday of the month (not mandatory)
- Participate in Staff Christmas Party (not mandatory)

To Apply, send Resume and Cover Letter to: apply@urminneapolis.org