



Position Title: Program and Student Ministry Coordinator – Northside Madison Campus
Reporting Relationship: Northside Madison Campus Pastor
Exempt Status: Part-time, Non-exempt

Ministry Description: The Campus Program and Student Ministry Coordinator is responsible for the daily programming activities of the Northside Madison campus, especially during after school hours and on special occasions, weekend outings. Responsible for spiritual development of the students along with recruiting and developing a team of adult volunteers to participate in ministry to students on the Northside of Madison. Part-time.

Program Coordinator Primary Responsibilities:

- A desire to see kids know and grow in Christ, a heart that cares for and loves children
- Support planning and coordination of programs and its activities
- Ensure implementation of policies and practices
- Maintain budget and track expenditures/transactions
- Manage communications through media relations, social media etc.
- Help build positive relations within the team and external partners
- Schedule and organize meetings/events and maintain agenda
- Prepare reports on a monthly basis
- Keep updated records and create reports or proposals
- Support growth and program development
- Create and implement programming activities for school age students

Student Ministry Primary Responsibilities:

- Meet weekly with students by providing spiritual guidance, worship, teaching, fellowship, and games.
- Recruit and develop a team of adult volunteers to carry out ministry goals.
- Be a part of the planning and development of ministry as well as attend youth events of the year, such as Summer Camp, Youth Conventions, and Summer Missions Trips.
- Raise up student leaders and train them in various areas of the Student Ministries program.
- Create and build small groups for students and train up volunteer adult leaders to lead these groups.
- Recruit and train volunteers for worship team.
- Perform other duties as assigned by campus pastor.

Qualifications:

Professional Qualifications: High School Diploma (minimum)

- Experience in junior and high school student ministry
- Experience working in low income neighborhood
- Proven experience as program coordinator or relevant position (Northside preferred)
- Maintains personal, spiritual, and professional growth
- Experience working in multi-ethnic communities and with multi-ethnic students

- Possesses a vibrant growing personal committed relationship with Christ.
- Embrace the mission and vision of Door Creek Church
- Knowledge of program management and development procedures
- Knowledge of budgeting and reporting
- Ability to work with diversity and multi-cultural teams and residents
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient

Personal Qualifications:

- Maintains personal, spiritual and professional development
- Possesses a vibrant growing personal committed relationship with Jesus Christ
- Supports the Mission and Vision of Door Creek Church

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.