



COMMUNITY
PRESBYTERIAN CHURCH

JOB DESCRIPTION: HIGH SCHOOL MINISTRY COORDINATOR

Department: Student Ministries
Team Leader: Director of Middle School Ministries

General Description

The High School Ministry Coordinator works closely under the leadership of the Director of High School Ministries to help create, implement, and lead our weekly ministry programs, as well as camps, mission trips, and retreats.

Specific Responsibilities

- Providing programmatic and administrative support for our high school ministry, including weekly programs, special events, mission trips, and camps
- Supporting the Director of High School Ministries in developing and implementing our ongoing ministry programs
- Lending added support to our team of volunteers, especially in the area of communications
- Providing ongoing communications with students and parents
- Supporting CPC's overall mission of reaching people and following Jesus

Qualifications

- Visible love for Christ and students and a life of active discipleship
- Ability to connect and relate well with high school students
- Strong communication and collaboration with adults -both volunteer leaders and parents
- Gifts and passion for shepherding and building up teams
- Gifts for organizational leadership
- Creative initiative, positive attitude, and sense of humor

Terms of Employment

- **20 hours/week**
- Compensation: \$20.00 - \$22.50 per hour
- No benefits are offered with this position

To Apply, Please Reach out to Caleb Bonifay: Caleb@cpcdanville.org

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