



Student Coordinator | Full Time | Non Exempt

Department Mission

To lead young people to a growing relationship with Jesus by creating engaging environments and fostering a culture of discipleship through theChapel Student Ministry.

Experience and Knowledge Required

- A strong personal relationship with Jesus and a calling to student ministry
- Experience in leading small groups, events, and community-building
- Experience leading administrative teams and managing projects
- Ability to coordinate and execute events, handle logistics, and support strategic planning

Key Functions and Responsibilities

- Oversee and improve the systems and processes that help students connect, belong, and stay engaged
- Lead and support Student Groups by:
 - Resourcing curriculum and tools
 - Coaching and caring for Group Leaders
 - Encouraging group health and multiplication
- Recruit adult Group Leaders in collaboration with the Student Pastor
- Maintain consistent communication with Group Leaders to support clarity, consistency, and health
- Manage event and environment logistics like theelement and Youth Camp for student ministry, including:
 - Check-in and registration systems
 - Facility coordination
 - Volunteer scheduling and assignments
- Ensure volunteers are prepared, equipped, and supported to serve with confidence

Lead Responsibility and/or Support to Other Ministries

- Own all systems, processes, and logistics for Student Ministry
- Oversee Student Groups
- Lead parent and leader communication related to student ministry systems and events
- Support the planning and execution of Student Ministry events, including Youth Camp, by overseeing logistics and registration systems

Personal Attributes:

- Love for God
- Love for people
- Pursues excellence that honors God and inspires people
- Enjoyable to be with, and devoted to the call of God and the Church
- Displays a high-level of hospitality, and a service-oriented attitude
- Actively participates in the life of the church including community involvement
- Supports the church through regular tithe and offerings
- Work ethic to get the job done on time

Success Metrics:

- Operational Excellence: Ministry systems and processes run smoothly with minimal disruptions, allowing events and services to start and finish on time
- Clear Communication: Parents, leaders, and students consistently receive accurate, timely information through all communication channels
- Strong Support Culture: Other ministry leads and teams feel equipped and supported by the admin systems, freeing them to focus on their primary roles
- Follow-Up Effectiveness: Guests, parents, and leaders are consistently connected, thanked, and invited back in a way that fosters engagement