



STUDENT MINISTRY COORDINATOR/ADMIN

JOB DESCRIPTION

Job Title: Student Ministry Coordinator

Status: Full-Time Staff (40hr/Week)

Supervisor Title: Director of Student Ministry

Date Prepared/Revised:

The Students Ministry Coordinator is responsible for assisting the RC Students team in the weekly execution of student ministry by providing a wide variety of administrative and event coordination support to help create extraordinary experiences that give teens opportunities to become fully engaged followers of Christ.

Competencies:

- High level of organization
- Strong computer skills with Google Documents, Google Spreadsheets, Google Drive, Planning Center, Excel, Word,
- Ability to manage multiple projects and processes together
- Independent worker
- Initiator
- Fast paced
- Excellent communicator
- Ability to delegate and lead teams as necessary

Responsibilities:

- Process potential volunteers with onboarding system
- Manage all communication requests and room requests
- Manage monthly inventory and merch purchasing for student ministry
- Manage communication boards for the team
- Provide connection and follow up to new students
- Manage Potential Volunteer communication and onboarding processes
- Assist directors in managing the execution of all RC Student events
- Create and monitor all RC Student registrations
- Collaborate with Student team to understand the vision of each event
- Oversee Students events team by recruiting, scheduling for events, and leading them at the events.
- Coordinate and communicate with Volunteers for events.
- Provide administrative support for the RC Student staff team
- Keep master event documents with assignments and cost breakdown
- Order food/cater for all Student Events
- Maintain office supplies and other supplies for student venue and staff team

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third, and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing Church.
- Be loyal to the vision and staff of Rivers Crossing Church and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing Church.

To apply email your resume to: jmontgomery@riverscrossing.com