

## Job Description



### JOB

- Title: Youth Coordinator
- Direct Report to: Youth Pastor
- Part-Time

### **MUST DO** (*"If all else fails, this is what you are being evaluated by."*)

- *Lead and execute the administration and communications of Douglasville Youth ministries, ensuring that every detail is executed at a high level and professional manner.*

### RESPONSIBILITIES

- Oversees the Master Calendar for all-location Youth events and for Douglasville Youth Ministry
- Assists in planning, organizing, promoting, and executing all special events for district events, all-location Youth events, and Douglasville Youth Ministry
- Implement student registration, program management, and security policies/practices in support of weekly services and special events
- Assists in managing overall prep and execution for 678 and Wednesday night Youth execution
- Direct the recruitment, training, and development of servant leaders as needed to effectively engage and disciple middle school students
- Leads Youth Guest Services teams for 678 and Wednesday night
- Leads the creative use and proactive upkeep of Youth facilities and ministry supplies
- Oversees the social media account for Chapelhill Youth
- Manages Youth guest follow-up and invite strategies for Youth
- Oversees communication strategies and efforts with parents for Chapelhill Youth via Clearstream, Mailchimp, and Planning Center
- Manages design details for graphics, videos, print pieces, and signage for Youth
- Oversees community partnership opportunities
- Perform other duties as assigned

### REQUIREMENTS

- Alignment with the vision, mission, core values, and doctrinal beliefs of Chapelhill Church
- Model strong Christian character, integrity, growing relationship with Christ
- Leader with a strong work ethic and team mentality, ability to administrate, self-starter
- Experience working with NextGen ministries
- Strong administrative and communication skills
- Ability to identify, invite, and invest in servant leaders