



JOB DESCRIPTION

JOB TITLE: Part-Time Next Generation Coordinator (20 Hrs Wk.)
LOCATION: Hudson, IA
REPORTS TO: Senior Pastor

SUMMARY

Community Church of Hudson is seeking an individual to coordinate CCOH Student Ministry for teenagers ages 12-18 years of age (6th Grade through 12th Grade) Responsibilities include creating culturally relevant messages, volunteer recruitment and training, planning and management of weekly student ministry nights, as well as a Sunday morning program and relationship building with volunteer leaders, teenagers, and their families.

Administrative Expectations

- Attend Annual conferences, global leadership summit, staff trainings.
- Attend Next Generation Committee meetings (Monthly), staff meetings (Weekly)
- Develop and monitor yearly budget
- Maintain weekly attendance records for all Community Student programs.
- Communicate with parents, volunteers, church staff and Elder Board on a regular basis.
- Distribute and collect registration/annual liability forms for all Community Student participants.
- Work with church staff to maintain background check files on volunteers.
- Meet with an Elder representative at least monthly.
- Meet with the Senior pastor once a week.

Requirements

- Profess faith in Jesus Christ as Lord and Savior.
- Attend weekly worship service and be an active member of a Christian church.
- Be engaged in personal daily Bible study and prayer.
- Minimum high school diploma.
- Experience working with children of all ages.
- Passion for children and their spiritual development.
- Positive outlook, encourager.
- Able to work some nights and weekends.
- Experience in discipleship and spiritual development.
- Commitment to moral purity.
- Be a part of the church wide events
- Be aligned with the 4C's statements of faith, and the Preamble and Article 2 of the Church Constitution

SUPERVISORY RESPONSIBILITIES

- Supervise and coach volunteers in all areas of Student Ministry.

OTHER SKILLS AND ABILITIES

- Exhibits an abiding and growing relationship with Jesus Christ.
- Possesses strong relational skills
- Effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Possess an ability to clearly and effectively communicate with volunteers of all types.
- Ability to communicate and establish effective working relationships with all levels of people, conveying a genuine concern for their needs and a desire to provide exceptional service.
- Possess strong organizational skills.
- Oversee the finances of ministry areas.

We exist to help people know Jesus more fully.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

APPLICATION REQUIREMENTS

- Cover Letter - explaining why you desire to be considered and why you feel you would be a good fit at CCOH.
- Resume
- Explanation of your philosophy of ministry or teaching students.
- 3 references

Email all materials to jobs@ccohonline.org or mail to Community Church of Hudson PO Box 60 Hudson, IA 50643