

STUDENT DISCIPLESHIP COORDINATOR

GOSPEL CITY CHURCH

Department: Student Discipleship

Summary: The Student Discipleship coordinator will work with the Student Discipleship team (Director + leaders) as a support to the weekly responsibilities. This role is both administrative (50%) and highly relational (50%). Under the shepherding oversight of the Director, this role is to come alongside the Director to provide unique support to female leaders and female students in alignment with the mission and purpose of Student Discipleship. This role includes helping plan, prepare, and execute weekly gatherings and events, meeting weekly with female leaders to help with their leadership development, counseling female students as needed, and partnering with parents in their student's discipleship. This role requires strong interpersonal, organizational, and communication skills, with a strong desire to serve students in particular.

Reports To: Student Discipleship Director

Status: Part-Time

Type: Hourly

Supervisory Role: No

Hours: 20-25 Hours/Week

Primary Responsibilities:

1. Ensure the planning, preparation, and execution of all Student gatherings in collaboration with the Student Discipleship Director
2. Provide administrative support to the Student Discipleship Director
3. Regularly meet with adult female Student Discipleship Leaders for encouragement, equipping, and relationship building.
4. Engage female students and counsel female students as needs arise

Qualifications:

Strong desire to serve students in particular. Commitment to Christ and the local body. Must demonstrate a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior. High level of discernment and professionalism. General computer, administrative, and interpersonal skills.

Essential Duties and Responsibilities:

Ensure the planning, preparation, and execution of all Student gatherings in collaboration with the Student Discipleship Director (20% of time)

- Collaborate with the Student Discipleship Director to provide insight and collect details for all gatherings
- Coordinate logistics and particulars necessary for all gatherings
- Attend Wednesday night gatherings and others as directed in a support role

Provide administrative support to the Student Discipleship Director (30% of time)

- Maintain Planning Center apps for the Student Discipleship Team
- Anticipate and manage personal calendaring, scheduling, events, and organization for Director to allow for more discipleship capacity
- Setup and oversee registration for all gatherings and events
- Oversee and maintain attendance
- Maintain and balance the Student Discipleship budget
- All other administrative duties as assigned

Provide relational support to the female Student Discipleship Leaders and female students (50% of time)

- Build and maintain relationships with all female Student Discipleship Leaders (15-18 leaders)
- Help develop leadership skills and small group training for female Leaders
- Collaborate with the Student Discipleship Director to inform the needs of female leaders and female students
- Meet with female students one-on-one for informal or formal counseling as needs arise

Requirements:

Education and Experience:

- High School diploma
- Training in Biblical Counseling preferred
- Demonstrated experience in a similar field preferred

Other Skills / Requirements:

- Able to learn and become proficient in Planning Center, Google Suite, Mailchimp
- General computer, administrative, and interpersonal skills

- Detail-oriented, appreciates organization and systems
- Cares about what happens behind the scenes and works to enhance events and projects.

Character Qualifications:

- Must demonstrate a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior.
 - Have an understanding of the importance of being a healthy member of the local church, and willingness to become a member of Gospel City Church.
 - High level of discernment and professionalism.
 - Carries the culture of Gospel City Church and actively demonstrates the [Staff Core Values](#).
 - Committed to preparing and working hard to minimize distractions, accomplish goals with excellence, and glorify God with their gifts.
 - Learner. Shows a desire to learn through continued education, reading books, or other forms of personal development.
 - Teachable. Shows a strong desire to improve and be inspired. Equally able to give and receive constructive feedback and work collaboratively with the teams of Gospel City.
 - Adaptable. Able to adapt and be flexible while working above and beyond expectations.
 - Available. Willing to meet when leaders/students are available, which might be evenings or weekends.
 - Dependable. When asked to accomplish a task, it is brought to completion in the agreed timeframe.
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