



**Position Title:** Middle School Girls Coordinator  
**Position Type:** FT/Salaried/Exempt  
**Ministry/Team(s):** Family/Students  
**Reports to:** Middle School Pastor

***Job Summary:***

The Middle School Girls Coordinator is responsible for supporting the mission of Journey Church, instrumental in shaping the spiritual journey of middle school students from grades 6th to 8th. Their leadership guides these students through pivotal years, fostering growth, alignment with the church's vision, and meaningful relationships.

***Duties & Responsibilities:***

*Girls Discipleship*

- Support the Middle School pastor in leading, training, and empowering serve teams dedicated to discipleship for middle school girls.
- Intentionally cultivate student relationships, fostering personal and spiritual growth.
- Be the primary relational contact for female students within the ministry.
- Meet with female students on a weekly basis, with the overall focus of discipleship and relational development. This may include notecards, text messages, coffees, meals, game/extra-curricular activity attendance, etc.
- Identify and invest in female student leaders. This is made possible by creating a culture of small group leaders being the first line for students. Middle School
- Ensures all youth programs resonate with the church's mission, vision, and ethos, emphasizing discipleship growth.
- Assist in the development of serve team members for discipleship, supporting the building of trust between students and leaders.

*Ministry Coordination*

- Assist with all ministry-related events. Including but not limited to Winter Retreat, Summer Camp, Middle School Hangouts and Mix56.
- Plan, program, and lead a Middle school Girls Retreat each year in the Fall.
- Each Semester, ensure that every leader is taken to breakfast/lunch/dinner to value them and receive feedback from them.
- Each Semester, assist with the planning and implementation of Journey Middle School's serve team trainings.

- Assist with the Serve Team onboarding experience for Journey Middle School—be a point of contact for new serve team members who are onboarding, and oversee the process queue.
- Assist in the development of serve team members for discipleship.

*Ministry Administration*

- Attends all necessary staff and ministry meetings.
- Collaborates with other staff on church-wide activities, special Sundays, and holidays.
- Upholds a consistent prayer life, setting an example in spiritual maturity and dedication.
- Assist with administrative tasks as requested, including CCB forms, process queues, calendar updates, profiles, events, etc. needed.
- Performs all other duties as assigned or requested

***Supervisory Responsibilities:***

Oversee and retain serve teams committed to middle school discipleship, providing guidance, support, and training to ensure effective ministry.

***Experience & Education Requested:***

- Proven track record of effective time management. Communicates effectively with people seeking information about Middle School Ministries providing accurate knowledge.
- Coordinates and manages all outreach events for Middle School Ministries, Mid-Week, Assists all serve team members, paid staff & ministry residents as requested.
- Strong interpersonal skills for cultivating student relationships. Comfortable and friendly demeanor with parents and guardians.
- Proficiency in problem-solving and the ability to handle multiple projects/tasks effectively with strong organizational skills.
- Team player who has excellent written and verbal communications skills.
- Work ethic that is excellent, protective and frugal with time and money.

***Physical Requirements:***

While this is largely a people-facing administrative role, there may be requirements to stand for extended periods during services or events, and the occasional lifting of light materials.

***Ministerial Requirements and Core values:***

- Personal deep love for God and dedication to the church's mission.
- Regularly prays for the church community and exemplifies spiritual vitality.
- Supports and upholds the mission of Journey Church.
- Demonstrates a servant's attitude and dedication to God's calling.

**Signatures - This job description has been approved by:**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_