

**Creekside Christian Church of Elk Grove**  
**Job Description**

**Student Ministry Women's Coordinator**

**I. Position Identification**

- Title: Student Ministry Women's Coordinator
- Department: Student Ministry
- Reporting Relationships: Student Ministry Pastor
- Classification: Ministry Staff, Full Time, Non-Exempt

**II. Position Summary**

In line with the Creekside mission and vision, this position will primarily work with the Student Ministry Team to assist in the equipping of families, volunteers, and students to be more fully devoted followers of Jesus and for the work of ministry (Acts 2:42-47 & Eph. 4:11-16)

**III. Responsibilities**

- Shepherd female students (HS emphasis) and leaders (SM overall) by actively fostering discipleship relationships, being a primary point of contact, and host female events that build faith community
- Participate in the spiritual encouragement and development of students and leaders through teaching God's word, leading a LifeGroup, and cultivating spiritually engaging experiences/environments through Student Ministry programming
- Contribute to the administration of all Student Ministry activities (including serving opportunities, camps, summer activities, special events, parent meetings, etc.)
- Assist in the creation of event promotional material for print, social media engagement, and parent communication
- Aid in creative and clear communication with participating students, families, and volunteer leaders about ongoing activities/opportunities
- Creatively pursue means of serving on local school campus' (through FCA, younglife, Christian clubs, subbing, coaching, etc.)
- Fulfill other duties as needed pertaining to students, families, and overall Creekside initiatives

**IV. Supervisory Responsibilities**

- Supervise, coach, and motivate small group leaders for the work of ministry
- Assist the Student Ministry Pastor in the oversight of volunteers and the Student Leadership Team as they fulfill the mission of the Creekside Student Ministry
- Perform all supervisory responsibilities in accordance with Creekside's policies and procedures.

**V. Required Qualifications**

Meet the character standards as set forth in 1 Timothy 3:2-7; Titus 1:6-9; 1 Peter 5:2-3.

**Education**

- High school diploma required, bachelor’s degree preferred

**Professional Experience**

- 2 years’ experience with kids or student ministry and/or planning and organizing events
- History of leadership, relational development, and disciple making

**Management/Supervisory Experience**

- Experience in management and/or leading volunteer teams

**Skills**

- Ability to participate in the leadership of the spiritual growth in others
- Strong management and Christlike leadership skills
- Working knowledge of Microsoft 365 and social media platforms
- Excellent oral and written communication skills
- Strong organizational skills with emphasis on planning and development in line with team strategy
- Ability to manage, develop, and effectively lead teams of staff and volunteers with strong team building skills
- Highly adaptable and resourceful in changing circumstances

**VI Approvals**

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Business Administrator/CFO

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Date

**I have read and understand this position description.**

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Employee Candidate Signature

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Date