

## JOB DESCRIPTION

**POSITION TITLE:** Senior High Program Leader

**GENERAL DESCRIPTION:** The Senior High Program Director offers High School students (9<sup>th</sup> through 12<sup>th</sup> grades) the opportunity to initiate and/or deepen their personal relationships with Jesus Christ. The senior high program is part of the Student Ministries at Vienna Presbyterian Church, whose mission is to develop and nurture the Christian faith, values and spirituality of young people in the church community in the age group of middle school, senior high and college students.

**REPORTS TO:** Director of Student Ministries

### **RESPONSIBILITIES AND MAJOR DUTIES:**

- Conduct programs for Senior High School (9<sup>th</sup> through 12<sup>th</sup> grades,) to develop biblical knowledge and understanding, and to build the students' abilities to share their own faith.
- Plan, coordinate and conduct a regular schedule of activities for High School students to include service projects, social activities, youth worship programs, retreats, Sunday school, Sunday night programs, small groups, Summer Mission Projects, recreational events, student leadership gatherings, in collaboration with the Director of Student Ministries.
- Coordinate programs and activities with other VPC programs and ministries such as youth choir, Christian Education, worship services and special church events.
- Identify and recruit students from the congregation and the local community for participation in Student Ministries.
- Ensure that all youth activities are adequately supervised by approved, responsible adults, according to VPC guidelines.
- Identify and recruit adult volunteers to support Student Ministries.
- Discern and utilize the gifts of adult volunteers in Student Ministries.
- Develop positive relationships with parents of youths participating in Student Ministries and partner with them to enhance the impact of the ministry.
- Participate in the lives of the youths at VPC and the local community by attending school and educational events, sporting events, theater and musical programs, and social events not sponsored by VPC.
- Be a Christian role model for youth to help develop leadership qualities and personal development.
- Attend staff meetings and meetings of the Children & Youth Ministry.

### **QUALIFICATIONS:**

- Bachelor's degree or equivalent experience.
- Self-starter with a heart for God.
- Good communication and organizational skills a must.
- Ability to manage volunteer activities and responsibilities
- Ability to provide discipline and structure to students.
- Counseling skills preferable.
- Maintain a good driving record that will allow coverage under VPC insurance.

### **PHYSICAL DEMANDS:**

The physical demands are representative of those necessary to successfully perform the essential functions of the position. The Senior High Program Leader must be able to meet the physical demands of interacting with students during activities such as rope climbing, caving, bowling and other indoor/outdoor events.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.