



# ASPEN GROVE

CHURCH NETWORK

JOB TITLE: **HIGH SCHOOL DIRECTOR**  
EMPLOYEE NAME: \_\_\_\_\_  
SUPERVISOR NAME: **ANNETTE JACKSON**  
PRIMARY CAMPUS: **WOODRIDGE CHURCH**  
HOURS PER WEEK: **40 HOURS**

## **SUMMARY**

Fueling a vibrant, faith-driven High School ministry, the High School Director empowers volunteers, leads transformational programming, and creates unforgettable retreats, mission trips, and milestone celebrations. With visionary leadership and strategic collaboration, it fosters deep spiritual formation, seamless student transitions, and dynamic special events that inspire lasting impact. Rooted in pastoral care and community connection, this position shapes the next generation into bold, faith-filled leaders equipped to live out their purpose.'

## **WOODRIDGE STAFF CULTURE**

- We are **Humble** - we are humble because Jesus is humble.
- We are **United** - we are better together when we are in it together.
- We are **Responsive** - we respond to God's prompting and leading.
- We are **Developers** - we cultivate potential and develop leaders.

## **MAIN AREAS OF RESPONSIBILITY**

- Responsible for the Recruitment, Training & Development of all High School Volunteers
- Responsible for all aspects of High School Wednesday night programming during school year
- Primary teacher for High School Wednesday programming (speaking at least 75% of the time)
- Responsible for all aspects of High School Summer Programming (other than Summer Associates)
- Responsible for all aspects of High School Fall Retreat & Winter Retreat
- Responsible for all aspects of High School Summer Mission Trips (not including 2025 trips)

## **TEAM COLLABORATION**

- Determine & implement strategic plan for Sunday Student Ministry Programming in collaboration with Middle School Director
- Provide strategic vision & leadership to Student Preaching Group in collaboration with Family Ministry Team
- Provide strategic vision & leadership to High School special events in collaboration with Family Ministry Team
  - Friendsgiving, Christmas Party, Hearing From God night, High School Prom, End of Year Party, Graduation Weekend
- Determine & implement strategic plan for 8th graders transitioning to high school in collaboration with Middle School Director
- Provide support to Summer Associates Program under the direction of the Family Ministry Pastor
- Provide accurate & timely communication for High School Families in collaboration with Family Ministry Team
- Participate in the set up and tear down of Wednesday night programming

## **ADDITIONAL RESPONSIBILITIES**

- Student Contact Hours
- Provide presence in the community (presence at schools, games, student events)
- Serve at Thursday morning Moms in Step Childcare
- Provide consistent leadership presence at Saturday Night services
- Familiarize yourself with and regularly utilize CCB
- Manage all High School budgeted funds with fiscal responsibility
- Staff Meetings; Aspen Grove, Woodridge, Family Ministry, One on One
- Provide care for Woodridge families
- Participate in Woodridge church wide events; SuperHero Camp, VBS, Baptisms, Dinners, Thanksgiving Eve Service, Easter, Christmas, Annual Meeting, Funerals.
- Other tasks and initiatives as assigned by Family Ministry Pastor