

# LAFAYETTE CAMPUS

## ASSOCIATE HIGH SCHOOL DIRECTOR

REPORTS TO: LAFAYETTE STUDENT LEAD

WORKS CLOSELY WITH: HIGH SCHOOL PASTOR, HIGH SCHOOL VOLUNTEERS, STUDENT MINISTRY TEAM, LAFAYETTE CAMPUS STAFF

CLASSIFICATION: FULL-TIME//SALARY-PASTORAL//ON-SITE//INCLUDES HOLIDAY, WEEKEND, AND OCCASIONAL EVENING HOURS.

The Lafayette Campus High School Associate Director supports the High School Pastor in leading student ministry by developing volunteers, strengthening programming, and building relationships with students, families, and schools. A key focus is Campus Clubs and school partnerships to engage students where they are while also overseeing small groups, outreach, and administrative needs to help the ministry thrive.

### PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

### PROFESSIONAL QUALIFICATIONS:

- Passionate about high school ministry, student discipleship, and leadership development.
- Minimum 2 years of experience leading students, training volunteers, or managing teams.
- Self-motivated with strong communication, organizational, and leadership skills.
- Comfortable with technology, social media, and communication platforms to engage students and parents.
- Experienced in building relationships with schools, engaging in Campus Clubs, and partnering with administrators, coaches, and teachers

### PRIMARY RESPONSIBILITIES:

- SUPPORT THE HIGH SCHOOL PASTOR'S VISION
  - Work alongside the High School Pastor to execute vision-driven ministry that meets the spiritual and developmental needs of high school students.
  - Ensure that programming, outreach, and discipleship efforts align with the broader Student Ministry strategy at Flatirons.
  - Provide logistical and administrative support to free up the High School Pastor to lead, cast vision, and disciple leaders.
- STRENGTHEN STUDENT PROGRAMMING & SMALL GROUPS
  - Support all aspects of student programming, including Rally Nights, Small Groups, weekend services, worship, games, teaching, and events.
  - Ensure that Small Group leaders are equipped, supported, and thriving in their roles.
  - Assist in creating engaging, relevant, and theologically sound content for students and leaders.

- DEVELOP & CARE FOR VOLUNTEERS
  - Recruit, train, schedule, and develop volunteers, ensuring they are equipped for long-term leadership.
  - Build meaningful relationships with volunteers through consistent support, encouragement, and appreciation.
  - Facilitate volunteer training, leadership development, and connection opportunities to maintain a healthy and engaged team.
- BUILD RELATIONSHIPS IN SCHOOLS & CAMPUS CLUBS
  - Actively engage with local high schools, establishing relationships with administrators, teachers, coaches, and counselors to create open doors for ministry.
  - Develop and lead Campus Clubs or support existing ones to engage students in their schools.
  - Be present at school events, games, and activities to build trust with students and parents outside the church.
- HANDLE MINISTRY LOGISTICS & ADMINISTRATION
  - Assist in administrative tasks, including email communication, attendance tracking, event logistics, budgeting, and parent engagement.
  - Assist with credit card reports, purchasing, and ministry expense tracking.
  - Assist with managing weekly communication for high school ministry, working alongside the broader Student Ministry team.
- COMMUNITY & OUTREACH ENGAGEMENT
  - Organize and support service projects, community events, and student-led initiatives to foster impact beyond the church.
  - Assist in the promotion, planning, and execution of camps and mission trips.

#### BENEFIT INFORMATION:

- Salary Range/year: \$55,000 \$60,000
- Base Health, Dental, and Disability Insurance 100% cover by Flatirons
  - Buy up options and additional coverage, including vision and insurance, are available.
- 3 weeks of PTO per year with an additional week off after Christmas services.
- 403(b) retirement plan with a matching contribution of up to 10% of your salary.
- Discount on Tuition at Flatirons Academy.