



**Position Title:** Student & Young Adults Girls Coordinator (Full-Time)

### **Position Summary**

The Student & Young Adults (YA) Girls Coordinator is responsible for providing direct support to the Lead Student & YA Pastor as well as leadership, vision, guidance, shepherding, and teaching to the student body and adult volunteers of WoodsEdge Student & YA ministries. This role carries specific emphasis on girls ministry in both Student and Young Adult ministries involving the discipleship and pastoral care of young women in the ministry. In addition, administrative support for our young adult ministry. All of these responsibilities are to be executed with passion and excellence, and in high-level coordination with the Student & YA Ministry staff, as well as the students and parents they serve.

### **Key Roles and Responsibilities**

- First point of contact for girls at weekly Student services/monthly Young Adult services
- Follow up with girls who are first-time guests
- Discipleship of girls' community group shepherds
- Meet with female students regularly
- Plan and execute 2 events a year for girls
- Disciple girls and plan, coordinate, and execute events focused on female discipleship
- Assist in planning and execution of all junior high and high school events and worship experiences along with monthly young adult services and events
- Communicate with students, parents, and volunteers as needed
- Prepare and communicate relevant, Bible-based messages for students
- Minister to students in times of need alongside small group leaders and other staff
- Fulfill administrative duties that go along with everyday tasks and for big events, oversee general email, phone calls, and correspondence with parents, students, ministry partners, etc.
- Participate in 1:1s with Lead Student & YA Pastor
- Keep Lead Student & YA Pastor informed of the status of ministry and sensitive/critical issues
- Attend WE staff events, prayer, meetings, team meetings, etc.
- Commitment to personal time with God every day to pursue a heart that loves Jesus, and to ongoing spiritual, personal, and professional growth

### **Success Outcomes**

- Successfully manage Student missions efforts, both locally and globally
- Coordinate campus missions efforts with organizations such as Cru, Young Life, and FCA
- Spend off-campus time weekly with volunteers/leaders and missions partners
- Coordinate opportunities for girls to grow through community and mentorship

### **Requirements**

- Bachelor's degree preferred
- 1–2 years of relevant experience and/or a background in ministry, theology, or a related field
- Love Jesus, love people
- Heart for students, evangelism, and discipleship

- Constant learner committed to ongoing personal, spiritual, and professional growth
- Open and responsive nature to coaching
- Dedication to resolving conflict and walking in grace
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness

### **Staff Expectations**

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A life-long learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor
- Agreement with our Statement of Faith, and demonstration of our faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility and kingdom-mindedness
- Attend WoodsEdge Community Church
- Additional responsibilities as assigned. Servant's heart for whom no job is too small.

### **Performance Measures**

- Getting it Done—ability to perform role and responsibility; work ethic
- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge's mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable