

ASSOCIATE DIRECTOR OF HIGH SCHOOL (9TH GRADE)

CPC Vision

At CPC we want to be a people and a church open to how the Gospel moves.

Overview

The Associate Director of High School will provide spiritual leadership and organizational management to 9th grade Commitment Class (CC) programming at CPC. This role is responsible for leading and equipping our 9th graders to understand what they believe about God and what it means to be part of the Church. This person will be successful when the CC program is gospel-focused and growing in authentic ways, the individual is building and fostering relationships with high schoolers and their families, and student and adult leaders are actively engaged in serving within high school ministry.

Primary Responsibilities

- Plan, coordinate, and implement all aspects of Commitment Class programming (average 50-75 students)
 - Create program lineups and their elements (games, videos, stories, skits, etc.)
 - Teach/speak regularly
 - Develop and utilize weekly small group curriculum
 - Recruit adult leaders to serve in high school ministry
 - Develop, train and empower adult leaders and create a cohesive environment for them to work together
 - Plan fall and spring retreat, end-of-year events, and elder visits to ensure marking moments are a part of the CC program year
 - Collaborate with the worship team to plan CC weekend worship service
 - Oversee summer camp planning, recruitment of leaders and serve as camp director for Quest
 - Provide opportunities beyond Wednesday nights for students to engage in community and grow in their faith (for example: High School Ministry Bible studies, hangouts, etc.)
 - Create engaging environments that are inviting to 9th students
- Develop relationships with a broad number of students (9th grade specifically), families, and leaders through Wednesday night programs and Sunday services, intentional one-on-ones, and outside relational contact work (for example: attending games and concerts, getting coffee, etc.)
- Collaborate with other staff as students transition through programs in order to build cohesive programming and relationships
- Brainstorm with the Student Ministries team to recruit, equip, and empower leaders
- Maintain and be accountable to the budget for all 9th grade programming
- Participate and engage with the ParentLink team on a regular basis
- Equip and empower college interns to have tangible youth ministry leadership experience within your program area



- Participate with the Student Ministries team on other programs, camps and events as needed. All team members will attend and provide leadership to Summit and Commitment Class Spring Retreat.

Other Duties

- Meet regularly with the Pastor of Student Ministries for development, encouragement, feedback, and accountability
- Actively participate in and attend weekly Student Ministries team meetings
- Attend CPC staff meetings and other staff events/retreats as determined by supervisor
- Participate in various CPC programs, including weekend services, special services for holidays, and other church-wide events
- Other duties as assigned

Minimum Requirements

- Actively pursuing a relationship with Jesus Christ
- Commitment to make CPC your home church and faith community
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life
- Ability to engage students in authentic, relational ways
- Experience working with, teaching, and leading students
- Proven track record of recruiting, training, and sustaining a volunteer leadership team
- Understanding of how to maturely and appropriately engage parents and volunteers
- Proactive communicator, collaborative spirit, and team player
- Organizational, detail-oriented, and multi-tasking skills
- Self-starter with a strong work ethic
- Working knowledge of Microsoft Office (Outlook, Excel, Word)
- 2-3 years ministry experience relevant to the role
- Ability to teach core elements of Christian theology and church history to 9th graders

Preferred Requirements

- BA/BS degree relevant to ministry work
- Experience using and developing curriculum
- Working knowledge of Microsoft Office (Outlook, Excel, Word)

Physical Requirements

- Ability to sit, walk, and/or stand for extended times.
- Ability to occasionally lift, carry, and/or move 10-25 pounds.
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity.

Position Reporting: Associate Director of High School reports to Pastor of Student Ministries

Hours: This is a full-time (40 hours/week), year-round, salaried and exempt position. The work week is Sunday-Thursday, with Wednesday night programming during the academic year.



Benefits & Compensation: This position is eligible for Medical, Telemedicine, HSA, FSA, Dental, Vision, Life/AD&D, STD, LTD, voluntary Life AD&D, and 403(b) retirement plan with employer contributions. Annual salary range is \$44,000 - \$55,000, depending on a number of factors such as experience, skillset, education, and role requirements.

Application Details: To apply for the position, please contact us via email at employment@cpcedina.org. Provide a cover letter and include a current resume outlining your experience and relevant qualifications.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.