



# BIRMINGHAM FIRST

## A UNITED METHODIST CHURCH

**Date** July 2025  
**Job Title** Birmingham Student Ministries Coordinator  
**Position Type** Part time, 20 hours/week (Sundays and 1-2 weekdays required)  
**Direct Report** Youth Pastor  
**Location** Birmingham Campus

**Position Summary:** The Student Ministry Coordinator supports programs that gather, nurture, and equip Middle School and High School students to grow in their relationship with Christ, in community with one another, and in connection with those yet to be reached. This role emphasizes relationship-building, fostering spiritual growth, and empowering students to live out their faith. The coordinator works in close partnership with the Youth Pastor, Berkley Worship and Youth Director, parents, volunteers, and student leaders to create a Christ-centered environment for youth.

### Key Responsibilities:

- **Provide Program Leadership.** Plan, coordinate, and lead weekly student gatherings, programs, classes, events. Assist in leading annual events such as retreats, mission trips, and outreach events.
- **Cultivate Community Faith Development.** Build authentic relationships with students through consistent presence, mentoring, and discipleship. Extend radical hospitality by organizing refreshments (in coordination with the youth pastor or through donations). Guide students in navigating life through a biblical worldview. Attend student activities such as school events, games, or community gatherings to offer support and presence.
- **Volunteer Coordination and Collaborative Leadership.** Support in the recruiting and training of adult volunteers; ensuring they meet protection policy standards. Maintaining a culture of welcome, safety and confidentiality work alongside the Human Resource Department and the Youth Pastor.
- **Communication and Administration.** Communicate regularly with students, parents, and volunteers through email, social media, birthday cards, and Constant contact newsletters. Assist in managing ministry budgets and maintaining safety policies and procedures. Collaborate with church staff and participate in church events.

### Skills/Qualifications

- A committed and growing relationship with Jesus Christ.
- Passion for the spiritual development of Middle School and High School students.
- Comfortable speaking before groups and during worship services.
- Self-motivated with the ability to work independently and collaboratively within a team.
- Proficiency with Microsoft Office, Constant Contact, Group Me, social media platforms, and the ability to learn database programs.
- Educational or work equivalent focused on adolescent and faith stage development.
- Valid driver's license.
- Certification in Safe Sanctuary Training (or a commitment to completing training within three months of hire).
- Completed background check from the Birmingham First HR Department.

### Physical Demands

- This position involves frequent standing, sitting, reaching, climbing, balancing, stooping, kneeling, crouching, hearing, and smelling. The ability to lift and/or move up to 20 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.