



## Position Description

**Job Title:** City Students High School Director  
**Department:** City Students Spring Hill  
**Reports To:** City Student Pastor  
**FLSA Status:** Exempt

### **Summary:**

Under direct supervision, with latitude for independent judgment and decision-making, this position is responsible for executing the Vision and Culture of City Students in Spring Hill with the City Student Pastor. This role will recruit, develop and provide leadership for the volunteers who will execute the high school ministry of City Students within Church of the City – Spring Hill. The incumbent will have oversight with elements that facilitate an engaging experience for students on Wednesdays, Sundays and throughout the week. This person teams with the rest of our City Students staff to develop every aspect of City Students in Spring Hill.

### **Required Competencies:**

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly, and possesses necessary relational skills (i.e. emotional intelligence, communication and conflict resolution) needed to navigate the needs and requests of the organization.

### **Essential Duties and Responsibilities** (Other duties may be assigned):

- **PROGRAM:**
  - Build and execute a high school program for students of COTC Spring Hill in cooperation with the Middle School Director.
  
- **DISCIPLE:**
  - Facilitate and develop the discipleship pathway for High School students. (Student leadership, Teams, Kairos Groups, Small Groups, Youth Alpha, Learning Communities, Baptism)
  - Collaborate and support College ministry staff on the transition of students from 12th grade to college and post high school age.
  
- **DEVELOP:**
  - Recruit, onboard and galvanize new small group leaders into the discipleship

*“Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;” Hab 3:2 (NIV)*

- pathway of City Students. Additionally providing support, care and development for small group leaders/volunteers.
- Recruit, develop, lead and care for the teams that facilitate City Students: first impressions, first time guest follow up, school engagement and other ministry roles.
- **LEAD:**
  - Utilize student leaders to leadership positions for Sunday mornings student section.
  - Oversee and execute special events and projects together with the Middle School Director.
  - Student Behavioral management and parent assistance.
- **TEACH:**
  - Hold teaching/hosting responsibilities in various settings: Wednesday nights, Sunday mornings, events, retreats. (20% teaching time)
- **TEAMWORK:**
  - Provide creative input and development to City Student retreats/camps as well as any other collaborative City Student events.
  - Partner with the Middle School Director in developing and implementing an outreach program that impacts the schools of Spring Hill, TN.
  - Assist the City Student Pastor in implementing a serving initiative that enables students to connect to Missional Partners and mobilize our community to serve the greater Nashville area and beyond.
- **CARE:** Attending and/or leading necessary Pastoral meetings within the Church body as directed by the City Student Pastor.

## Supervisory Responsibilities

### Essential Job Functions

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with the Church of the City's Statement of Faith. Represents and upholds the mission, vision, and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture. Incumbent is willing to become a stakeholder of COTC within six months of hire.

The criteria listed below are representative of the knowledge, skill, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

**Education:** A High School Level education, or its equivalent required; baccalaureate degree preferred.

**General Skills:** Must have general computer skills including a working knowledge of Microsoft Office; protects confidential information; knowledge of general business

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practices; strong organizational skills and high attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; effective time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.

**Experience:** A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the requirements of the position.

**Physical Requirements:**

- Ability to lift or carry up to 20lbs
- Ability to sit for extended periods
- Ability to work at a keyboard and other related equipment
- Ability to move about to accomplish tasks related to role

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