

Student Services Coordinator

Job Description

The **Student Services Coordinator** must be an energetic, outgoing & positive person who welcomes all students, invests in their lives, and ensures that each student feels safe, loved, & valued. The Student Services Coordinator enjoys daily interactions with kids and volunteers each day, cultivating positive relationships within a ministry setting. The Student Services Coordinator will provide leadership in daily programming, coordinate and oversee the implementation of all necessary tasks related to student & program support, and assists in all other areas to meet student needs & create a welcoming environment.

Responsibilities

- To be a consistent positive presence for students, volunteers, and community members as they engage with The Bridge.
- To build and foster relationships with students and volunteers in programs, getting to know them by name and a little about each individual.
- To provide day-to-day coordination and assist in the oversight & leadership of all programming.
- To listen and be a caring presence for students facing challenging circumstances.
- To provide direct mentoring at school and within programs at The Bridge.
- To assist in the coordination and implementation of spiritual formation in programming, including leading devotional content.
- To provide follow-up communication to students, families, and schools related to programming, paperwork, announcements, and student concerns.
- To ensure that all student information is accurate and data is recorded in our database.
- To understand and foster the relationships we have with other organizations related to student needs and programming.
- To assist the Youth Development Coordinator with whatever tasks are necessary to advance Youth Center goals.

Requirements

- A love for working with adolescents
- A passion for working in a ministry
- Basic IT skills (databases, MS Office etc.)
- Ability to effectively communicate with all levels of the organization
- Must be a proven team player
- Leadership and organizational skills with a focus on detail
- Proven work experience in a non-profit environment or ministry helpful but not necessary
- Experience working with kids – camp leader, teacher, small group, mission trip, etc.

Compensation

The ideal candidate will work from 9am to 5pm M-F during the school year, with adjusted hours during summer. This is an hourly rate position paying between \$16-\$18/hr based on experience.

Send Cover Letter and resume to:

The Bridge Youth Center – Attn: Scott Baumgartner
210 E Main Ave., Zeeland, MI 49464
OR via email at scott.baumgartner@bymczeeland.org