



Where Children and Families Connect, Learn, and Thrive!

## Position Description

**Job Title:**

Youth Coordinator

**Reports to:**

CLC Director

**Date Updated:**

2/28/2023

**Department:**

Christian Learning Center

### ATLAS Ministry

ATLAS Ministry is a non-denominational Christian organization that works with children and their families within Greene County, Georgia. ATLAS' purpose is to nurture a community to live as God intended- to its fullest potential. This is accomplished through ATLAS' mission which is to equip children and their families to fulfill their God given purpose. ATLAS establishes relationships with children starting at birth and continues through their youth while working concurrently with their parents to help them be the best parents they can be. The strategy is based on six driving concepts.

1. Create a Continuum – Create a continuous pathway of connection and learning from birth through adulthood.
2. Make it Dual Generational – Connect with both the parent and the child, creating a pathway of success for the entire family unit.
3. Collective Impact - Connect and collaborate with others in the community for the common goal of helping our children and families.
4. Taking it to Scale - Reach a majority of the community, cause a tipping point, and create a supportive peer group of influence.
5. Results/Outcome focused – Identify important outcomes and regularly monitor with a mindset of continuous improvement.
6. Transformational Change – Make a significant impact in the life of each person we serve so that we become a community of families living as God intended, to our full potential.

Our overall goal is to provide the support, guidance, knowledge, and resources children need for each stage of their development in becoming life ready. The ATLAS Continuum has been developed to provide each child with a continual impact from birth through adulthood. The foundational program, Early Learners invests in children from birth through 2<sup>nd</sup> grade. At 3<sup>rd</sup> grade, children and their families then transition into the ATLAS Christian Learning Center where they continue to participate in programs that encourage students to pursue the calling He has on their lives, ultimately equipping them with everything they need to fulfill their own God given purpose.



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### Responsibilities:

- Contribute to the day to day operations and execution of student programming with excellence
- Assume leadership role within THR!VE weekly, leading students and team with excellence
  - Work with team to develop weekly schedule for events.
  - Ensure adequate planning and goes into each event, team responsibilities are distributed, materials are acquired, etc.
  - Promote a deeper sense of ownership with Core Team members by enhancing their involvement in the preparation and execution of each THR!VE event.
  - Implement and execute of standards for core team members
    - Meet weekly with team
    - Creating and overseeing the application process for new core team members
    - Lead the interview process for potential new core team members
    - Develop a schedule for annual addition of core team members
    - Develop a strategy that promotes team building for rising core team members.
    - Develop, maintain, and track metrics for core team's expectations, providing accountability throughout.
  - Utilize weekly review as coaching opportunities for staff and core team members
  - Coordinate two off campus event per semester.
  - Coordinate two parent engagement events per semester.
- Promote effective communication within Christian Learning Center team
- Lead the delivery of sound biblical teaching in a number of formats including large group, small group, and written material, each correlating to the weekly activity and containing a call to action
  - Create groups and schedules for large group teaching and small group discipleship
  - Create and lead a consistent team of small group leaders
  - Work with team to develop themes for each semester
  - Plan and facilitate guest speakers periodically
  - Create handouts and distribute teaching materials for small group leaders weekly
- Engage the parents of ATLAS middle and high school students through a variety of methods
  - Connect and build personal relationships with each student's parents
  - Facilitate at least two parent engagement opportunities per semester
  - Work with CLC team to further develop orientation process for each family.
    - Meet directly with each parent, communicate expectations, ensure parents complete enrollment forms for their children, etc.
    - Maintain communication beyond initial orientation by providing weekly updates, creating action plans for students as needed, and creating intentional personal touchpoints.
  - Facilitate one parent only event a year



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- Be intentional in building deep and meaningful relationships with students and community
  - Regularly attend Greene County athletic events, extracurricular activities, and school functions at the middle and high school locations
- Growth and Disciplinary Metrics
  - Develop expectations for students both during and outside of the ATLAS programs
  - Provide ongoing accountability for expectations for core team members, walking alongside them in truth and love through circumstances as needed
    - Create disciplinary steps for when expectations are not met
    - Create weekly goals to measure progress of the group and the individuals
  - Work with Greene County school systems to evaluate the effectiveness of weekly goals
  - Create system of incentives to promote positive behavior, growth, and leadership
- Deepen ATLAS' relationship with local organizations
  - Build an ongoing partnership with Greene County Young Life and leaders
    - Attend all Young Life events
    - Recruit high school students to attend Young Life
    - Work with Young Life director to coordinate student events, teaching, and retreats
  - Provide and receive feedback from Young Life team to improve overall program
  - Deepen ongoing partnerships with Boys and Girls club, recreation department, church programs, etc.
- Contribute to the development and execution of ATLAS summer camp
- Attend and provide key leadership for camps, conferences, trips, and retreats throughout the year
- Teach and facilitate ATLAS classes as needed
- Work with ATLAS team to support and promote a Christ centered culture centered around love, integrity, collaboration, and grace.

#### Qualifications:

ATLAS team members must have a solid Christian foundation with qualities that contribute to the overall mission. Team members must identify and agree with the ATLAS Purpose, Mission, Core Values, and the ATLAS Ethics Code as described in our website ([www.atlasministry.org](http://www.atlasministry.org)) and the ATLAS Handbook.

Be a devoted follower of Jesus Christ and seek to lead others-especially young people- toward Him. In order to teach in a way that is consistent with ATLAS curriculum and philosophy, teachers must believe that: • Scripture is the inspired and inerrant Word of God

- There is absolute truth revealed through Scripture
- Humans were created as image bearers of God, defining one's purpose, value, and identity through Him.
- Sin has separated every individual from communion with God, not even one having the power to overcome this outside of Christ.
- Christ is the Son of God the Father, being fully man and fully God, and is the only way to eternal life through his sinless life, death, and resurrection.
- God is the creator of all the universe, the author of all knowledge- in all subjects- and all wisdom can be found in His Word



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Personal Characteristics Desired are:

- At least 1-3 years of education or experience working with high school or college age students
- Bachelor's Degree required
- Ability to manage groups through structure, discipline, and love
- Have a track record of servant leadership strong work ethic
- Should be self-motivated, team-oriented, detailed and organized.
- Possess characteristics that include integrity, humility, patience, transparency, perseverance, empathy, trustworthiness, confidentiality, tact, flexibility, and self-control
- Eagerness to intentionally contribute to a strong culture
- Ability to participate assertively and collaboratively in deliberation
- Willingness to engage and lean into challenges that arise