



# Apex Associate Coordinator

**Job Title:** Apex Associate Coordinator  
**Reports to:** Executive Director  
**Timeframe:** (full-time) August 2022-December 2022, with potential to extend

We're a group of people who worship together, pray together, serve together, and live day-to-day life together. We believe that church is community. It's more than just a place to show up on a Sunday; it's the messiness of real life. When people are connecting to God and experiencing what it means to be loved, forgiven, healed, and empowered by Jesus Christ through the Holy Spirit, church is happening. Above all, church is a foretaste of God's Kingdom—a day when all that is broken will be healed, all that is incomplete will be made whole, all that is old will be made new. A day of Restoration.

We are broken people being restored by grace and living God's story.

## POSITION SUMMARY

The Apex Associate Coordinator serves on Restoration's staff team and helps provide oversight for the Apex ministry to High School students. This position exists for fall 2022 while the High School Apex Coordinator is on maternity leave, with potential to extend into spring 2023 upon her expected return.

Under the direction of the Executive Director, the Apex Associate Coordinator is responsible for the leadership of the High School Apex program with the goal of providing easily accessible, meaningful opportunities for our students to grow as disciples of Jesus.

The Apex Associate Coordinator will also have other operational duties as assigned.

## KEY RESPONSIBILITIES

### Apex Leadership

#### Apex Program Leadership

- Work with parents, volunteers, and key constituents, including the Middle School Apex Coordinator, to articulate and execute a vision and plan for Apex
- Continue to teach regularly from and develop the curriculum already in place, in order to disciple and equip Apex students alongside the Middle School Apex Coordinator
- Alongside the MS Apex Coordinator and the Executive Director, manage the Apex ministry budget and demonstrate financial responsibility
- Plan, lead, and execute a high-energy weekly Sunday evening gathering for High School students
- Plan, lead, and execute weekly Bible studies for High School and potentially Middle School students
- Plan, lead, and execute regular social gatherings for students to connect with one another throughout the month
- Develop and supervise volunteer High School Small Group leaders

### **Student Mentorship**

- Seek opportunities to integrate High School students into the overall body of Restoration, through serving as Sunday morning volunteers and Kids Small Group Leaders
- Plan and lead other special events that provide spiritual growth opportunities for students when applicable
- Initiate and foster mentoring relationships between adult volunteer leaders and students
- Create opportunities for one-on-one discipleship with students

### **Volunteer & Parent Communication**

- Work with the team of adult and student volunteer leaders through activities including Bible study, prayer, and leadership training in partnership with the Middle School Apex Coordinator
- Continue to cultivate parental support and involvement in the student ministry in partnership with the Middle School Apex Coordinator
- Be responsible for regular and effective communication with students and their parents about the Apex calendar of events in partnership with with the Middle School Apex Coordinator
- Play a prominent role in developing, teaching, and executing child safety policies at Restoration

### **Other responsibilities may include, but are not limited to:**

- Building relationships with other church youth groups
- Partner with external organizations to plan and execute seminars and events on pertinent topics for high schoolers

### **Operations Support**

- Other operational duties as assigned

## **POSITION REQUIREMENTS**

- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship
- Loving personality - warm, inviting, patient, and compassionate
- Track record of evangelism and discipleship experience in the lives of youth
- Team player with experience proactively managing the expectations of multiple groups of people simultaneously
- Able to give attention to detail, focus, and follow-through
- Demonstrated success in situations which require initiative and an entrepreneurial spirit as well as an ability to work independently
- A creative problem solver; ability to think-on-one's feet
- Excellent written and verbal communication skills
- Winsome and engaging public speaker
- Ability to use Microsoft Office Suite of programs, and familiar with Mac OS
- Ability to easily work with internet applications (i.e. Mailchimp, Signup Genius, Gravity Forms, Wordpress and social media, etc.)
- Bachelor's Degree or equivalent experience in related job activity
- Experience in similar role

**To Apply:** Please submit your cover letter and resume to Lexi McMann at [lexi@restorationarlington.org](mailto:lexi@restorationarlington.org).