



JOB DESCRIPTION

DATE: January 11, 2026
JOB TITLE: **High School Coordinator** (Pastor Position/Title with PLC Elder Approval)
LOCATION: Cedar Falls Campus
REPORTS TO: Family Pastor
FLSA STATUS: Full-time, Exempt
WEEKENDS: Yes

SUMMARY

The High School Coordinator will serve as the primary leader for the Wednesday night high school ministry at the Cedar Falls Campus. They will develop volunteers, serve as the primary communicator, coordinate all programming and production activities, and oversee all events involving high school age students. They will manage data, stage appropriate environments, and form intentional partnerships with parents. They will support the overall philosophy and mission of Prairie Lakes Church and its leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Demonstrate a passion and heartfelt concern for students, an ability to connect with high school students, and a desire to help students take steps in their faith.
- Recruit, develop, celebrate, and lead volunteers to execute the High School Ministry.
- Coordinate the high school ministry teaching curriculum at the Cedar Falls Campus and collaborate with the family ministry team to create curriculum for other Prairie Lakes Church campuses.
- Manage all high school ministry data using appropriate tools and tracking systems.
- Partner with parents through communication, encouragement, and support as they raise their high school aged children.
- Plan and lead all high school programs and events outside of normal Wednesday night programming, including student retreats, missions initiatives, camp, faith milestone experiences, etc.
- Responsible for all high school ministry communication using church approved communication apps and tools.
- Attend community and school events as the Prairie Lakes Church high school ministry representative.
- Follow-up with new guests, both high school age students and their parents/guardians.
- Be available to connect with students and parents in the church lobby most weekends.

SUPERVISORY RESPONSIBILITIES

- Supervise volunteers connected with the Cedar Falls high school ministry.
- Supervise and coordinate high school ministry interns.

PRAIRIE LAKES CHURCH STAFF VALUES

What is it like to work at Prairie Lakes Church? The following list contains the staff values that make us who we are.

- **No Matter:** I celebrate being the kind of church where messy people feel comfortable and invited.
- **Reach Iowa:** I create and promote compelling, excellent ministry environments prioritizing busy, young, dechurched families first. I share stories of disconnected people I'm praying for, investing in, and inviting to church.

- **High Health:** I take personal responsibility for practicing my own healthy spiritual, emotional, and physical rhythms.
- **High Performance:** I do not apologize for being results-driven because every number is a person and next steps matter.
- **Develop > Do:** I don't just "do," I recruit, develop, and empower others to lead.
- **Not (Too) Serious:** I am serious about our mission – but I don't take myself too seriously.
- **Better Together:** In a multisite church environment, I believe the best way to get things done is when I work as a team with other teams.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor degree in Biblical Studies, Theology or other Biblical education preferred.
- Two or more years of experience in leading and/or shepherding/discipling middle school and/or high school students preferred.
- Equivalent combination of education and experience acceptable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit, talk and hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____