

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Student Ministry Coordinator

**Department:** Students

**Hired By:** HUB & Outreach Associate

**Reports To:** HUB & Outreach Associate

**Campus:** Downtown

**Status:** Part Time

**Employment Category:** V

**Summary of Position:** This position will be responsible for undergirding the areas of the HUB Student Ministry.

**Purpose:** To support the HUB Associate in the coordination and administration of The HUB Student Ministry for grades 6–12, helping ensure all ministry efforts align with the mission, vision, strategy, and values of Houston's First Baptist Church.

## Duties and Responsibilities:

- Assist the HUB associate in planning, preparing, and executing all HUB events, both on campus and off campus.
- Help coordinate Sunday Life Bible Study, Wednesday Equip Classes, student events, outings, and annual camps.
- Maintain clear and consistent communication with parents, leaders, and students.
- Oversee volunteer scheduling for Life Bible Study, Equip Classes, and HUB events.
- Assist in recruiting, screening, and onboarding volunteers in accordance with Safeguarding guidelines.
- Help organize and support volunteer trainings, meetings, and appreciation events.
- Procure and organize ministry supplies, food, and beverages as needed.
- Coordinate curriculum ordering, downloading, storage, and distribution.
- Prepare and distribute classroom materials and supplies for volunteer leaders.
- Support the HUB Associate in carrying out the discipleship mission of Life Bible Study and Equip Classes in accordance with Safeguarding policies.
- Collaborate with the HUB Associate, Creative Services, and Web Services to develop promotional materials and event registrations for Equip Classes and other HUB events.
- Attend staff meetings, trainings, and required staff gatherings.
- Be available to work a modified schedule, including Sunday mornings and Wednesday evenings, as needed.

This job description is not intended to be all-inclusive and may be modified verbally or in writing by the position supervisor.

