



SKYLINE
C H U R C H

Helping people find and follow
Jesus seven days a week.

Position Title: High School Coordinator
Reports To: High School Pastor
Position Type: Full-Time (40 hours per week)
Compensation: Based on Experience
Location: La Mesa, CA
Attendance: 4,000

THE ROLE

The High School Ministry Coordinator will play a critical role in supporting the High School Pastor and the high school ministry team. This individual will handle administrative tasks, coordinate ministry operations, and ensure smooth execution of programs, events, and communications. The ideal candidate is highly organized, detail-oriented, and passionate about equipping the next generation of Christ-followers.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of Skyline Church. The High School Ministry Coordinator should represent a growing personal relationship with Christ. The High School Ministry Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The High School Ministry Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity, when encouraging the efforts of all team members (1 Peter 5:1-4).

2. Job Responsibilities and Duties

Administrative Support:

- Assist the High School Pastor with scheduling, emails, and meeting coordination.
- Manage ministry calendars, including events, meetings, and volunteer schedules.
- Maintain and organize student, parent, and volunteer contact information in church management software.
- Oversee inventory and ordering of ministry supplies. Load weekly content into Pro Presenter



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Assimilation and Connections:

- Oversee the assimilation of new students and families into the ministry in coordination with the High School Pastor.
- Create a welcoming and inclusive environment for all students in collaboration with the Youth Events Coordinator.
- Guide students who have made decisions for Christ through the “Next Steps” process

Communication:

- Design and distribute weekly newsletters and promotional materials.
- Ensure timely and consistent communication with students, parents, and volunteers.

Volunteer Support:

- Help recruit, onboard, and manage volunteers for weekly programs and special events.
- Maintain volunteer schedules and serve as a point of contact for team members.

TO APPLY

Please submit resumes to Joe Ross via email: jross@skylinechurch.org
11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 SkylineChurch.org



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