



JOB DESCRIPTION

Job Title: Student & Family Ministries Coordinator

Category: Full-time

Division: Spiritual Life

Reports to: Spiritual Life Director

CHRISTIAN CONDUCT / MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential.
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

PURPOSE

Spiritual Life Diversion, Vision Statement

We exist to provide GIS students on-campus and off-campus worship and ministry programs designed to cultivate Christ-like character and values while they lead and serve the greater community as ambassadors for Jesus Christ.

The Student & Family Ministries Coordinator serves the Grace International Community through the Spiritual Life Division (SLD). Your responsibilities are to manage existing after school ministries, recruit and support students and staff to lead these ministries and occasionally provide additional service opportunities. You will be maintaining a data base of missionary and NGO contacts from which to draw service opportunities. You may also be asked to help coordinate and run one or more of the other SLD events/programs.



QUALIFICATIONS

REQUIRED EXPERIENCE & SKILLS

- MS Word 7, MS Excel 7, spreadsheets, e-mail communications
- Experienced in networking
- A passion to work with students and lead them to Jesus
- Self-motivated, take initiative and work without a lot of oversight
- Recruiting & development – of students / adults to volunteer for ministries
- Training & mentoring student-leaders for each ministry to serve our communities
- Strong organizational skills
- Teachable, humble

DESIRED SKILLS

- Speak some Thai language
- Lived in Thailand at least 2 years – culturally sensitive
- A passion for evangelism and advocating for the oppressed
- Ability to develop a database for ministry information and maintain it

DESCRIPTION OF RESPONSIBILITIES

- Report to the Spiritual Life Director all major decisions (i.e. scheduling, recruiting volunteers, implementing ideas/goals)
- Coordinate The Timothy Project: a series of weekly small groups that include an adult mentor, a 10th - 12th grade student teaching Bible lessons to students 5th grade and older
- Oversee Children's Homes Ministries: recruit an adult advisor and student leaders to minister to children (i.e. Agape Home, House of Love, Jireh Children's Home, Connie's Home)
- Act as a resource to teachers and staff providing ideas of how to implement service opportunities throughout the year
- Gather information about ministry opportunities in the Chiang Mai community and act as liaison between GIS and outside Thai schools and organizations
- Promote/advertise ministry opportunities through various communication channels to GIS community
- Coordinate and run Ministry Day (the 5th day of Spiritual Emphasis Week – usually February)
- Coordinate and run The Activities Fair – parents and students can sign up for extra-curricular activities for the year (usually takes place the first week of August)
- Help coordinate "Christmas in the Park" each December, recruiting the volunteer team necessary to plan the event
- Summer Ministries: coordinate, organize and recruit leaders for the GIS community who wish to serve the greater Chiang Mai community during the summer break months (June/July)
- As needed: Assist with Chapel programs

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