

# La Jolla Presbyterian Church

## Position Description

**POSITION Title:** HIGH SCHOOL DIRECTOR

**Department:** Family Ministries

**Date:** Oct. 2025

**Employment Status:**

Regular  Exempt   
Temporary  Non-Exempt   
Full-Time   
Part-Time  Hours per week: 40 hrs  
Intern/Co-op

**Supervisor's Name/Title:** Rev. Dr. Sheri Perenon, Pastor Family Ministries

### A. POSTION SUMMARY:

Explain the basic purpose of the position and summarize the responsibilities:

The High School Director will seek to create opportunities where students can grow deeper in their faith in Jesus Christ. This will include leading, implementing and administering the aforementioned activities, as well as weekly programs.

### B. DUTIES & RESPONSIBILITIES:

List the required responsibilities of the position, starting with those that are most important. Use brief sentences that begin with action verbs (e.g., conducts, operates, prepares, coordinates, etc.) Estimate the percentage of total annual work time spent on each responsibility listed. **All essential functions must be performed safely, accurately, efficiently, effectively and within management's standards/directives in order to meet the requirements for this position.**

#### Essential Functions/Responsibilities

Approximate  
% of Time

1. Mature Christian faith and servant-hearted leadership with integrity, humility, and a clear calling to disciple high school students.
2. Demonstrated ability to teach Scripture with clarity and creativity, helping high school students understand and apply biblical truths to their everyday live
3. Collaborate with church staff and Family Ministries team to ensure alignment and integration across programs.
4. Organizational and administrative expertise, including planning events, trips, retreats, and managing multiple projects with attention to detail.
5. Creative and strategic thinker, able to develop and adapt curriculum, implement ministry vision, and see both the big picture and detailed needs of the program.
6. Lead and oversee all aspects of the High School Ministry (9<sup>th</sup>-12<sup>th</sup> grade), providing vision, direction, and spiritual guidance.

7. Manage ministry administration, including budgets, calendars, and logistics
8. Plan, teach, and implement engaging curriculum and programs for Sunday mornings, midweek gatherings, retreats, camps, and trips.
9. Connect with students outside of programmed ministry times through ministry opportunities.
10. Recruit, train, and support volunteers, fostering a culture of teamwork, care, and discipleship
11. Partner with parents/guardians to equip them as the primary spiritual leaders of their children and communicate regularly about ministry opportunities and events.
12. Engage students in outreach, service, and community-building activities that reflect the mission of LJPC.

**Marginal Functions/Responsibilities (those performed occasionally or in addition to essential functions)** Approximate % of Time

1. Meets regularly with LJPC staff and other ministry directors to communicate and coordinate ministry vision and implementation
2. Meets regularly with Family Ministry Committee

**Reacts to changes in productivity, and performs other duties as assigned. Total = 100%**

Explain the type of supervision the incumbent will receive after the training/introductory period (e.g., receives close supervision related to specific work activities; routine duties are performed with minimal supervision; receives very general guidance--work is usually quite independent; subject only to very broad communication, etc.)

After introductory period, receives very general guidance--work is usually quite independent; subject only to very broad communication.

Explain any supervisory responsibility (e.g., selecting employees, assigning tasks and directing work, approving overtime and/or leave, evaluating performance, recommending salary increases, resolving employee complaints, taking corrective/disciplinary action, terminating an employee, etc.)

Selects volunteers for High School program positions, assigning tasks and directing work, evaluating performance, resolving conflict, taking corrective action, terminating a volunteer's assistance as needed.

Explain any access to confidential information?

While managing the budget, there will be access to confidential salary information. All confidential information received from staff and/or congregants must be kept confidential until release is obtained by the disclosing party.

Explain any fiscal responsibility (access to/handling of church/customer funds; budgeting responsibilities; approval privileges on purchase orders and check requests; reporting and auditing functions, etc.)

Know how to manage a budget, pay bills on time, keep funds received for camp and other payments in the safe until ready for counting, receive approval for large expenditures.

Explain if it is important that the incumbent of this position be able to communicate fluently in English?

Must speak and write English fluently.

Explain the extent of public contact (list individuals/organizations with whom the incumbent will have contact. Indicate type and frequency):

Expected to represent La Jolla Pres and it's vision to the youth, parents, congregation and church groups.

**C. Minimum QUALIFICATIONS needed to perform the postions:**

**Education/training**

(What is the minimum level of education/training necessary to prepare a person with the knowledge or skills to perform the essential functions of this position?):

Bachelor's degree required.

**Work experience**

(How many years, and what prior work experience is necessary to perform the essential functions of this position? At what level?):

3 or more years experience in leading, managing a fully developed youth ministry.

**Skills & abilities**

(What competencies/proficiencies, talents, knowledge--united with readiness and dexterity, etc. are needed):

Demonstrated ability to communicate the gospel of Jesus Christ to students and families. Demonstrated ability to recruit, build and administer a youth program. Strong administrative and communication skills required.

**Other job related requirements** (i.e. Necessary licenses, certifications, etc.):

A devoted follower of Jesus Christ with the ability to lead and equip others in faith. Demonstrated abilities in teaching, equipping and relational ministry.

**Preferred qualifications**

(describe any additional education, work experience, skills/abilities, etc. which are desirable in addition to minimum qualifications):

Experience working with a larger congregation preferred.

**Pressure of work** (What pace, volume of work, distractions, etc. are encountered on the job?):

Often fast pace work environment, ability to troubleshoot problems during events without direct supervision.

**Machines/Equipment/Tools/Software**

(List machines, equipment, tools, and specific computer software used regularly in the work of this position. Indicate the frequency with which each is used):

Technologically proficient with office software, social media, and tools for communication, engagement, and ministry management.

**Working Conditions**

Are there particular working conditions associated with this position which should be noted (i.e. working environment, noise, temperature extremes, hours of work, travel, workspace, unpleasant conditions, etc.) Include protective gear that must be used or worn.

Yes  No

If yes, please explain:

Sunday is a regular work day for this position.

## Analysis of Physical Demands of Position

Check physical demands that apply. Then briefly describe responsibilities that require the physical demands checked, and the appropriate percentage of time or weight where required.

1. Strength:
  - a. Standing  35 % of time \_\_\_\_\_
  - Walking  35 % of time \_\_\_\_\_
  - Sitting  30 % of time \_\_\_\_\_
  - b. Lifting  10-40 pounds \_\_\_\_\_
  - Carrying  10-40 pounds \_\_\_\_\_
  - Pushing  10-40 pounds \_\_\_\_\_
  - Pulling  10-40 pounds \_\_\_\_\_
2. Climbing  \_\_\_\_\_
- Balancing  \_\_\_\_\_
3. Stooping  \_\_\_\_\_
- Kneeling  \_\_\_\_\_
- Crouching  \_\_\_\_\_
- Crawling  \_\_\_\_\_
4. Reaching  \_\_\_\_\_
- Handling  \_\_\_\_\_
5. Speaking  Ability to speak in front of groups \_\_\_\_\_
- Hearing  \_\_\_\_\_
6. Seeing  \_\_\_\_\_
- Depth perception  \_\_\_\_\_
- Color vision  \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date