

## **Job Description: Part-Time KC Area Coordinator**

First Priority Kansas City is seeking a dedicated and passionate individual to serve as a Part-Time Area Coordinator. The Area Coordinator will work closely with school administrators, teachers, and students to maintain these clubs and will report directly to the Director.

### **Key Responsibilities:**

#### **Club Management and support:**

- Oversee and manage assigned First Priority clubs on middle and high school campuses.
- Support student leaders and faculty sponsors to ensure clubs are meeting regularly and operating effectively.

#### **Training and Support:**

- Provide training and ongoing support to student leaders to ensure effective club leadership, organization, and adherence to First Priority mission, values, and guidelines.

#### **Relationship Building:**

- Cultivate strong relationships with school administrators, teachers, and faculty sponsors.
- Build and maintain partnerships with local churches to provide prayer, volunteers, encouragement, and long-term sustainability for clubs.
- Serve as a connector between schools and churches to strengthen community involvement.

#### **Reporting and Documentation:**

- Maintain accurate records of club activities, membership, and impact.
- Provide regular reports to First Priority of America regarding club progress and effectiveness.

### **Qualifications:**

- Passion for youth ministry and a strong commitment to nurturing spiritual growth among students.
- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Self-motivated and capable of working independently with minimal supervision.
- Organizational skills and attention to detail to effectively manage multiple tasks and priorities.
- Previous experience in youth ministry, education, or community outreach preferred.

This is a part-time, contract position with compensation based on the management of First Priority clubs. Compensation is **\$100 per club per month** for clubs managed.

Join us in making a positive impact in the lives of students and communities through First Priority clubs! Interested applicants should email their resume to [kristina@firstpriority.org](mailto:kristina@firstpriority.org).