

URBAN*PROMISE* MINISTRIES JOB DESCRIPTION

Position Title: High School Chaplin Department: UrbanPromise Academy

Reports To: UPA Principal Salary Range: Part-time, volunteer position

Position Summary:

The right person for this job will be someone with a passion for helping young people develop and grow in their faith in Christ. The UPA's small size and family environment will allow this person to build relationships with students and their families, provide a listening ear and guidance to struggling students, disciple students wanting to grow in their faith, and share the Gospel with non-Christian students. This is a part-time, volunteer position.

Essential Job Functions (List the most important responsibilities of the position here):

1. Uphold UrbanPromise values (Faith, Innovation, Community, Holism) and demonstrate the character qualities of enthusiasm, flexibility, integrity, kindness, self-control, and perseverance.
 2. Be a presence in the school on a weekly basis to get to know and touch base with students.
 3. Meet with small groups of students on a regular basis for discipleship purposes most likely during lunch or right after school.
 4. Organize a periodic chapel service for the school.
 5. The Chaplin could also be involved in teaching or assisting in the UPA's Bible classes depending on time and availability.
 6. The Chaplin could also be involved in counseling students depending on time, availability, and training.
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Essential Job Requirements: (List position qualifications here)

EDUCATION Bachelor's degree in a relevant field (ex. religion, counseling, M.Div...)

EXPERIENCE Several years experience as a youth leader or youth pastor working with high school age youth.

REQUIRED SKILLS Strong interpersonal and communication skills.

PREFERRED SKILLS CPR and First Aid certification.

PHYSICAL REQUIREMENTS _____

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

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All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Employee Print / Signature

Date

Manager Print/ Signature

Date

Human Resources Approval/Comments:

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Authorized Human Resources Signature

Date