



Service Learning Coordinator

Position Overview:

The Service Learning Coordinator is responsible for inspiring, building, and nurturing a culture of service across the NHCS campus.

Required Personal Qualities:

- Have received Jesus Christ as his/her personal Savior and have a clear testimony
- Believe that the Bible is God's Word and is the standard for faith and daily living
- Agree with the North Hills Christian School Statement of Faith

Minimum Qualifications:

- Bachelor's Degree; previous experience as a volunteer coordinator; connection with community churches, civic, and nonprofit organizations.

Essential Job Functions:

Program Development:

- Assist Spiritual Life Director in development and implementation of Service Learning program.
- Ensure that regular service projects are being done throughout all grade levels; assist in coordinating and tracking service projects. (Lower School classrooms, Middle School Bible class, and High School Houses)
- Establish at least 2 school-wide service projects each year, such as Operation Christmas Child, Feed the Hunger, etc.
- Facilitate at least 1 faculty-only service project each year
- Lead Jr. Civitan Club in both Middle School and High School
- Assist the Spiritual Life Director with the high school mission trip
- Assist the Spiritual Life Director with the high school houses
- Assist Principal and Spiritual Life Director in establishing guidelines for Upper School Service requirements

Administrative:

- Compile a resource list of service opportunities across the community
- Ensure service field trips are on the school calendar and necessary communications and forms are distributed
- Collect and input all student community service hours

Please submit resume and cover letter to Ray Carter, rcarter@northhillschristian.com

