**Job Description**

The First Priority Area Coordinator will oversee assigned FP clubs in Wake County. It is their goal to reflect the mission and vision of First Priority. They must be able to provide assistance to volunteers, parents, student leaders, and community members in regard to FP. The FP Area Coordinator will be responsible to the Board of Directors. They shall represent and advocate for FP to their family, friends, church, and community, on a continual basis. They will be expected to work 15-20 hours per week (could vary depending on specific events).

The FP Coordinator must have a passion for youth ministry, a genuine interest in the hopes and concerns of youth in their community, prior effective ministry leadership, and evidence of active and growing personal discipleship. A FP Coordinator should demonstrate a basic knowledge of youth ministry and have a love for people and a passion for reaching lost people with the gospel of Jesus Christ. A FP Coordinator must be a person of integrity that maintains and keeps the utmost confidentiality of all sensitive ministry information including financial records, procedures, and contact databases.

**Job Outline**

1. Lead designated FP clubs in Wake County – approximately 10-15 schools under the oversight of the FPWC Board.
2. Communicate the mission, vision, and direction of FPWC to be a ministry that empowers students with spiritual leadership development, training, and resources.
3. Represent FPWC to the churches, schools, and community in your designated area.

**Volunteer & Student Leader Management/Development**

* Club Coaches, Teachers, & Student Leaders
  + Train club coaches, teachers, and student leaders on the FP strategy
  + Provide club coaches, teachers, and student leaders with the FP resources needed for their clubs
  + Communicate consistently with club coaches, teachers, and student leaders
  + Work with the board to create systems to sustain club coaches, teachers, student leaders
  + Recruit club coaches, teachers, and student leaders to continually sustain the ministry

**Networking**

* Stay in healthy communication with the partner churches and the staff in your designated area
* Look for opportunities to give FP updates to the partner churches in your designated area
* Engage and visit youth groups in your designated area for opportunities for them to get involved in partnerships with FPWC
* Engage the schools and administration as a FPWC representative in your designated area
* Host a minimum of 8 monthly network meetings during August through May each year
* Complete a face-to-face visit monthly with all campus coaches and volunteers
* Personally visit all FP clubs within their designated area a minimum of once each school semester

**Partner Development**

* Communicate and keep relationships with financial partners and prayer partners in your designated area
* Develop new financial partners and prayer partners in your designated area
* Ensuring that all contributions to FPWC network clubs will be submitted directly to FPWC for deposit into an account solely owned and managed by FPWC

**Manage Schedule**

* Manage your schedule as a good steward of the ministry and FPWC resources

**Other**

* Work with the FPWC board of directors on things for the entire county such as:
  + Communications and newsletters, FP events, inventory, and board meetings
* Ensuring that First Priority Coordinator maintains an “independent contractor” status (*vis-à-vis* an “employee”). To that end, FPWC will issue to First Priority Coordinator a Form 1099 and First Priority Coordinator will be responsible for all of his applicable taxes.