

Next Generation Coordinator

Status: Full-time Hourly Position

Reports to: Next Generation Director

Employee Classification: Support

Mission, Vision, and Values of Calvary Chapel Oceanside

Calvary Chapel Oceanside (CCO) exists to love God, love people, and make disciples of Jesus Christ. We are intentionally growing a community of people who are following Jesus, being changed daily by Jesus, and who are committed to the mission of Jesus – to make disciples everywhere. That’s our mission and what we are always striving to do in every area.

About This Role

As the Next-Gen Coordinator at CCO, you're stepping into more than a job, it's a calling. The Next-Gen Coordinator supports the High School and Young Adults ministries of Calvary Chapel Oceanside by providing strong administrative, logistical, and relational support. This role ensures that weekly gatherings, events, communications, and ministry systems operate with excellence so that pastors, directors and volunteer leaders can focus on disciple-making and shepherding.

The Next Generation Coordinator plays a key role in maintaining organized ministry environments, clear communication with students and parents, and well-executed events that support the spiritual growth of our next generation.

The Next-Gen Coordinator functions in a supportive and execution-focused role, responsible for administrative coordination, communication, and logistical systems, while ministry vision, spiritual leadership, discipleship pathways, and pastoral care are owned and directed by the Next Generation Director.

Qualifications

1. A genuine personal relationship with Christ and a dedication to living out and promoting disciple-making among the next generation (High School and Young Adults)
2. Proven experience in Young Adult or similar ministry preferred, demonstrating the ability to engage and mentor students and young adults.
3. Strong organizational and leadership skills.

4. Excellent interpersonal and communication skills, both written and verbal. (depending on role)
5. Competency in utilizing modern technology and social media. (depending on role)
6. Flexibility to work evenings and weekends as ministry events dictate. (depending on role)

Primary Responsibilities and Tasks

1. High School Ministry (Approximately 20 Hours)

A. Administration and Coordination

- Send bi-weekly communication emails to parents through Planning Center
- Coordinate the creation and publishing of High School social media posts and reels.
- Manage communication requests and revisions
- Coordinate ministry purchases and errands (Costco, Smart and Final, Walmart, Amazon, etc.)
- Track and organize ministry receipts and expenses
- Manage camp registrations, payments, and scholarship coordination
- Manage event registrations and payments
- Maintain Planning Center Groups, leader schedules, and check-in systems
- Maintain the High School leader database including onboarding, mandated reporter certification, volunteer driver forms, and Live Scan records
- Maintain Student Ministries SharePoint documentation
- Ensure student waivers are completed before events
- Take notes during Youth Staff meetings
- Submit event requests, room bookings, and tech requests
- Coordinate logistics for off-site events
- Maintain and update the High School ministry calendar
- Attend monthly staff meetings

B. Hospitality and Ministry Environment

- Support preparation for Wednesday night gatherings
- Maintain organization and inventory of High School ministry storage and supplies
- Coordinate food preparation for monthly Community Nights
- Assist with hospitality setup and room tear down

C. Relational Ministry

- Attend winter and summer camps
- Assist with High School girls events
- Maintain group chat communication with female leaders
- Maintain regular communication with female leaders, students, and parents at the direction of the director

2. Young Adults Ministry (Approximately 20 Hours)

A. Administration and Coordination

- Send bi-weekly communication emails through Planning Center
- Coordinate the creation and publishing of Young Adults social media posts and reels
- Manage communication requests and revisions
- Coordinate ministry purchases and errands
- Track receipts and expenses
- Manage event registrations and payments
- Maintain Planning Center Groups and leader schedules
- Maintain the Young Adults leader database
- Maintain Young Adults SharePoint documentation
- Take notes during Young Adults leadership meetings
- Submit event requests, room bookings, and tech requests
- Coordinate logistics for off-site events
- Maintain and update the Young Adults ministry calendar
- Prepare slides for weekly teaching environments
- Assist with Young Adults merchandise coordination
- Attend monthly staff meetings

B. Hospitality and Ministry Environment

- Support the preparation and coordination of Tuesday night gatherings
- Maintain organization and inventory of NextGen ministry supplies
- Assist with food preparation for monthly community nights
- Maintain hospitality supplies
- Assist with hospitality setup and room tear down

C. Relational Ministry

- Build and maintain group chat communication with female leaders
- Maintain regular communication with female leaders
- Assist in fostering relational connection within the ministry

Note: This job description serves as an overview and is not exhaustive.

Strengths & Skill Set

1. Passionate about bringing God's people close to His heart in and through disciple-making practices Jesus modeled.
2. A good team player and team builder with experience in leading, motivating, and encouraging others.
3. Ability to manage multiple projects simultaneously
4. Clear written communication and strong attention to detail
5. Proficiency with Planning Center and social media platforms

6. Ability to work both independently and collaboratively
7. Servant leadership mindset
8. Able to maintain confidentiality and discretion.
9. Proven organizational and administrative skills.

Your Team

This position reports to the Next Generation Director, who serves under the vision and direction of the Director of Student Ministries and Lead Pastor. The Next Generation Coordinator is part of the Support Team at Calvary Chapel Oceanside and works closely with the High School and Young Adults ministry leaders, volunteer teams, the Communications Department, and church operations staff. This role supports the execution of ministry vision through administrative excellence and coordination, while ministry leadership, pastoral care, and discipleship oversight remain the responsibility of the Next Generation Director. The Coordinator participates in weekly, monthly, quarterly, and annual CCO staff meetings, contributing to healthy alignment, communication, and collaboration across ministries.

Personal Responsibilities

While not specifically related to the job, here are some personal responsibilities of everyone on staff at CCO.

- Maintain God-ordained priorities in your life by putting Jesus first, your spouse second, your children third, and the ministry fourth.
- Give generously back to the Lord and His work here at CCO.
- Be consistently loyal and unified with the vision cast by the leadership of CCO.
- Demonstrate a Christ-like attitude through all interactions with the congregation, volunteers, and staff.
- Build authentic relationships with those far from God, reflecting Christ in our community.
- Consistently engage in Disciple-Making Groups of CCO.

Your Schedule

TBD