



# THE KING'S ACADEMY

**Job Title:** Worship Coordinator  
**Job Status:** Part Time, 10 Months  
**Exempt Status:** Non-Exempt, Piece Rate  
**Department:** Spiritual Life  
**Reports to:** Jeff Liu

## **Job Summary**

TKA is a Christ-centered school grounded in a Biblical worldview, and we are looking for a Worship Coordinator who is a follower of Jesus Christ and is dedicated to the school's Christ-centered mission. The primary responsibility of this position is to coordinate and lead practices with the JH & HS worship bands, as well as the chapels. The Worship Coordinator will also work to build up the worship program at TKA.

## **Essential Job Functions**

### **Regular Activities**

- Plan & lead JH & HS worship band practices
- Help lead & coordinate logistics for chapel worship
- Improve & Increase the worship program and team at TKA
- Implement a vision of praise and worship on TKA's campus
- Facilitates worship team auditions and selection

## **Qualifications**

### **Education and Experience**

- 2-4 Years of experience

### **Skills and Abilities**

- The ideal candidate is someone to whom worship is a passion and a skillset
- Can comfortably lead worship from an instrument and vocally
- Strong leadership qualities and mentoring skills
- Excellent skills in communicating both orally and in written form
- Able to work both independently and in a team setting
- Demonstrated ability to lead by example
- Proficient with Microsoft Office, Google Suite
- Ability to learn new computer software systems

### **Core Characteristics**

- Deeply rooted faith with a knowledge of how to lead worship, specifically for students
- Commitment to loving and serving Jesus Christ and supporting the school's mission
- Ability to work under pressure and in a fast-paced environment
- Positive, flexible, resourceful and solution-oriented
- Able to understand, love, and relate to students
- Must be active (or pursuing) community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement

### **Working Conditions & Physical Requirements**

- Required to use the computer throughout the day
- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 20 pounds
- Work is generally performed, **Mid August-Early June, Wednesday mornings & Thursdays**
  - This position will occasionally require you to work nights, weekends, and overnights (for trips/events). As much advance notice as possible will be provided.
  - The months listed are approximate, and the annual start and end date will be dictated by the school calendar and the department's needs.

### **Salary & Benefits**

- TKA offers a [comprehensive benefits package](#) that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.
- **Pay Range:** \$3,000 Annual Stipend

### **Please Note:**

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.*

**To apply for this position, please click our [application link](#) to be redirected to our recruiting website.**