

Valley Presbyterian Church

Position Description

Student Ministry Assistant Director

If you care about making sure every middle and high school student is known, loved, and cared for, this opportunity is for you. VPC is looking for someone who embodies the heart of Jesus as we adopt students into the body of Christ.

Opportunity overview:

PRIMARY RESPONSIBILITIES

- This position will support the Director of Student Ministry in the development of the vision and measurable goals for Student Ministry at VPC.
- This role works in coordination with Director of Student Ministry to connect with and nurture discipleship in students.
- Work in coordination with Director of Student Ministry to recruit and train volunteers.

DESIRED QUALIFICATIONS

- A passionate, committed Christian with leadership experience and a heart for middle and high school students.
- A high level of fluency with written and oral communication, with an emphasis on social media engagement and aesthetic design.
- An ability to work effectively in a team environment with staff, volunteer leaders, parents, families, and students.

Valley Presbyterian Church is a growing and authentic community of believers. VPC is committed to being a community where Jesus Christ transforms lives. Our staff team is a creative and dedicated team who enjoy doing ministry together.

Full description:

I. MAJOR PURPOSE:

Support Director of student Ministry to create a comprehensive and dynamic Student Ministry.

II. MAJOR RESPONSIBILITIES:

- A. Support the Director of Student Ministry in the development of the vision and measurable goals for Student ministry.
- B. Work in coordination with Director of Student Ministry to recruit and train volunteers.
- C. Work in coordination with Director of Student Ministry to connect with and nurture discipleship in students.

III. SPECIFIC RESPONSIBILITIES:

- A. Support Director of Student Ministry planning, leading, coordinating Sunday morning, midweek meetings and other student ministry events/opportunities for Junior High, High School, and college students.
- B. Help the Director of Student Ministry implement and lead summer experiences for Junior High, High School, and college students.
- C. Help the Director of Student Ministry recruit, train, and support volunteer leaders for Junior High, High School, and college groups.
- D. Help the Director of Student Ministry communicate with students, parents, and the greater church community.
- E. Help manage social media presence through online tools (e.g. Facebook, Instagram, and Snapchat).

IV. WORKING RELATIONSHIPS:

- A. Reports directly to the Director of Student Ministry.
- B. Works cooperatively with all members of the VPC staff and Children and Student Ministry Committee and all youth advisors and volunteers.
- C. Maintains a high level of commitment to the families of students, recognizing that youth ministry is best seen as partnering with parents.

V. QUALIFICATIONS:

- A. A demonstrated enthusiasm for Jesus Christ and the values of a committed Christian.
- B. Has the Spiritual Gifts of Teaching, Leadership and Administration as well as other gifts that support the responsibilities related to this job.
- C. Experience developing age appropriate curriculum that attracts and nurtures students into the fellowship of the church.
- D. Proficient in Microsoft Office (i.e. Word, Outlook, and PowerPoint).
- E. High level of oral and written communication skills.
- F. Ability to work effectively in a team environment with staff, volunteer leaders and teachers, families and students.

