

VALLEY PRESBYTERIAN CHURCH
POSITION DESCRIPTION
Student MINISTRY ASSISTANT Director – 20 hrs/week

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.