



Job Description

TITLE: Assistant Student Ministry Director	SUPERVISOR: Student Ministry Director
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PURPOSE STATEMENT:
The Assistant Student Ministry Director, as part of the Student Ministry team, will collaborate in vision casting and discipling students to find whole life in Jesus, and will offer support and coordination of strategies and initiatives for Student Ministry programs at Pathfinder Church.

- ATTRIBUTES:**
- **Faith-filled.** Strong personal commitment to Jesus Christ;
 - **Relational.** Takes a proactive approach to forming, developing, and investing in relationships with students in order to maximize the impact for Christ;
 - **Planner.** Works in advance to make ministry happen in an organized, consistent way;
 - **Teachable.** A learner, open to feedback and direction;
 - **Organized.** Detail-oriented with strong organizational and time management skills;
 - **Positive.** A proactive collaborator and team player;
 - **Self-Starter.** Has a strong work ethic and seeks creative solutions to problems.

- RESPONSIBILITIES:**
- Serves as an integral part of the Weekend and Next Generation Ministry team to smoothly transition students from one developmental stage to the next while accomplishing the goals of the church as they relate to the ministry at large;
 - Collaborates with the Student Ministry team in:
 - Providing spiritual oversight and direction to students through strong relationship building;
 - Discerning engaging and relevant message and series themes;
 - Planning and organizing student events, retreats, service opportunities, and mission trips.
 - Regularly attends CORE, Summit, and Commit (Confirmation Intensive) to build and maintain student and family relationships, track registrations, and assist in the implementation of Student Ministry strategies and initiatives;
 - Provides logistical support for Student Ministry including:
 - Scheduling, publicity, parent communication, and room reservations;
 - Managing registrations for regular programs, large events, Commit, and After Party;
 - Database management and integrity for Student Ministry. This includes tracking attendance for various events (CORE, Summit, After Party, Summer Sessions, Special Events, etc.), updating student/family information, and tracking students through the ministry;
 - Ensuring all Child Protection Policies and Procedures are followed and properly documented.
 - Other duties as assigned.



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QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:
<ul style="list-style-type: none">• Previous experience working with middle and high school students;• Previous experience and ability to plan and execute engaging events for middle and high school students;• A bachelor's degree is preferred with previous experience with Microsoft Office and the aptitude to learn various databases and use them effectively;• Willingness to become a member of Pathfinder Church and regularly attend Worship.

WORK SCHEDULE:
Part-time position working 28 hours a week. Flexibility for occasional evening or weekend hours as needed and for Pathfinder Front Door events. Desire to participate in Student Mission trips and Retreats.