

## **Student Ministries Assistant**

### Job Description

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#### **SUMMARY**

The Student Ministry Assistant serves as an integral part of the Student Ministries team which ministers to College Park's junior high and high school students and their families. This role is responsible for administrative and communication duties as well as directly involved in the weekly student programming and special events.

#### **EDUCATION, EXPERIENCE & REQUIREMENTS**

- Bachelor's degree required
- Experience in church ministry setting preferred
- Experience in planning events and/or organizing retreats a plus
- Experience in Microsoft Outlook, Microsoft Excel,
- Experience with database systems (Ministry Platform) and event planning tools (Planning Center Online) preferred
- Familiarity with College Park Church culture and environment preferred

#### **SKILLS & APTITUDES**

- Ability to relate and connect with students (7<sup>th</sup> – 12<sup>th</sup> grades)
- Organization skills
- Demonstrates good judgment and decision-making skills
- Must be adaptable and flexible
- Good collaborator; works well in a team environment
- Ability to effectively communicate in verbal and written forms to all ages (students, parents, etc.)
- Energetic self-starter / takes initiative
- Interpersonal and relational skills
- Tenacity and follow-through
- Attention to detail
- Aptitude in technology and social media
- Basic knowledge and/or talent in music a plus

#### **PASSION & CALLING**

- Passionate about the vision and mission of College Park Church and exhibits desire to serve the body of Christ in a behind-the-scenes support role
- Commitment to executing all tasks and assignments at the highest achievable level of excellence
- Demonstrates a stable, growing, mature Christian life

#### **SPECIFIC RESPONSIBILITIES & DUTIES**

- Maintains regular office hours and good communication, cooperation, and coordination with all staff and departments of the church.
- Assists with volunteer recruitment for all Student Ministries volunteers (7<sup>th</sup> – 12<sup>th</sup> grade)
  - Keeps the church well-informed about Student Ministries service opportunities and openings

- Pursues and follows-up with potential volunteers, including scheduling interviews
- Maintains recruitment database information on Ministry Platform
- Keeps background checks and commitment forms up-to-date for all volunteers
- Provides administrative support for Pastor of Student Ministries & Student Ministries Coordinator
  - Manages calendar and sends email correspondence for the Pastor of Student Ministries
  - Completes monthly expense reports
- Provides administrative support for Student Ministries initiatives
  - Manages database for attendance, volunteer information, and registrations
  - Manages and tracks Student Ministries budget
  - Prints, copies, distributes curricula, volunteer lists, etc. to volunteers
  - Manages the Student Ministries calendar
  - Assists in keeping youth facilities and storage areas neat and organized
  - Reserves meeting space, equipment and services for all Student Ministries activities
- Manages Student Vision Trips
  - Processes collection of contributions
  - Reserves hotel rooms, transportation, etc.
  - Collects copies of required documentation (passports, state-issued IDs, consent forms, etc.)
  - Prepares packing lists
  - Schedules team meetings
- Coordinates registration and check-in for all Student Ministries programming, events, and retreats
  - Works with appropriate teams to create registration forms and fees
  - Processes refunds and collects payments
  - Collects and tracks required consent forms
  - Manages on-site check-in
- Manages all Student Ministries communications
  - Writes weekly Student Ministries eNewsletters
  - Works with the College Park Communications Team to promote Student Ministries opportunities to the greater church family
  - Designs all tier-two event pieces for Student Ministries events
  - Manages and schedules Student Ministries social media posts
  - Writes and distributes all mailers, stand-alone emails, and texts for the ministry
  - Creates and manages all web content for Student Ministries (events and Student Ministries pages)
  - Trains, schedules, and oversees Student Ministries Communications Team
  - Works with Student Ministries team to write and send out weekly leader emails
  - Prepares slides for weekly Student Ministries announcements and sermons
  - Sends mailers to all new students and parents about Student Ministries
  - Subscribes all new students and parents to Student Ministries eNews
  - Creates, schedules, and executes all promotional campaigns for events and retreats
- Oversees Student Ministries small group placement
- Maintains student/parent records in the database for Student Ministries
- Serves as the staff owner/liason to the assigned ministries/teams
- Participates in Student Ministries weekly programming, events, and retreats
  - Leads student small groups when necessary
  - Provides counsel to students when necessary
  - Builds meaningful relationships with students
- Other duties as assigned

*This description is intended to describe the general content and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Rev. Oct. 2016*

**ANTICIPATED TIME COMMITMENTS**

- This position is full-time hourly, non-exempt, and is 40 hours per week
- Must be willing to work Tuesday – Friday, Wednesday evenings, and Sunday mornings
- Must be willing to work at Student Ministries events and retreats
- Attendance at staff meetings and other staff functions