



## Job Description and Qualifications

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Job Title: Student Ministries Assistant Director  
Department: Student Ministries  
Position Status: Full-Time (40 hours per week)  
Classification: Exempt, not eligible for overtime  
Reports To: Director of Student Ministries  
Date: March 2017

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### **Purpose**

Support and implement a discipleship ministry that will foster spiritual growth, outreach, and care to middle school (grades 6-8) and high school (grades 9-12) students.

### **Primary Duties**

- Support High School and Middle School Directors in Sunday and Wednesday programs.
- Equip and empower volunteer staff to minister to student ministries in a skilled and appropriate manner.
- Assist with planning and organization of fellowship, outreach, retreats and camp activities.
- Attend weekly youth department meetings and all church team meetings.
- Help maintain effective communication with parents, staff, and students.
- Administrative functions that pertain to the nurture and growth of the student ministries.

### **Knowledge/Skills**

- A growing follower of Jesus with a passion to continue that growth.
- Has an accurate knowledge of the Scriptures.
- Maintains a growing knowledge of discipleship practices specifically geared to student ministries.
- Identifies the needs and solutions for the care of youth.
- Has the ability to work alongside parents to equip them to disciple their youth.
- Possesses a holistic view of Church ministry and desires to work with other department staff in the context of a team approach to ministry.
- Fully supports the Chapel Hill Statement of Faith and Values of Ministry.
- Ability to motivate, recruit and train adult leaders to assist in student ministries.
- Excellent teaching abilities, event planning and relational skills (group and on-on-one)
- Ability to handle multiple tasks with changing priorities in an organized and timely manner.

### **Education/Training**

- Bachelor's degree focused on ministry
  - Ministry experience with students
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