

Job Title: Temporary Student Ministries Assistant
Reports to: Faith Students Director
Classification: Non-Exempt
Status: Temporary/Part-Time Employee

SUMMARY

The Temporary Student Ministries Assistant position works under the direction of the Faith Students Director to support Student Ministries.

ESSENTIAL FUNCTIONS

- Assists in set up and clean up for Student Ministries on Sunday mornings, Sunday nights, and Wednesday nights, e.g., sets up and maintains check-in area
- Provides administrative support for Student Ministries
- Leads students in both small and large group settings
- Oversees and implements student check-in process, including creating a pleasant, welcoming atmosphere
- Oversees and provides tech support for Student Ministries; trains and assists tech volunteers
- Orders and maintains inventory (food and supplies) for Student Ministries, including the Student Café
- Meets weekly with Faith Students Director to discuss upcoming activities, events, and priorities
- Serves, assists, participates, and engages during Student Ministries' services, programs, and events
- Contributes to a fun, energetic atmosphere
- Oversees social media for Student Ministries
- Performs all other duties as assigned

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High School diploma
- Passion and energy for students
- Excellent communication skills with students, volunteers, and parents
- Ability to build and maintain strong relationships with students and volunteers

- Self-starter, flexible and adaptable to changing priorities; ability to work independently with minimal oversight
- Ability to remain calm and exercise appropriate judgement in areas of discretion, sensitivity, and confidentiality during crises or unexpected situations
- Thrives in highly dynamic environments
- Proficient in the use of Microsoft Office or Apple iWorks (Pages, Numbers, etc.), Outlook, and aptitude to learn other software applications
- Detailed, organized, and systematic in working

TIME COMMITMENT

25 hours per week, including Sundays, Wednesday evenings, and weekday office hours (approximately 3 months)

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

This job would require the ability for light lifting, bending, or standing, as necessary. Also, while performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; use hands to finger, handle or feel; and reach with hands and arms.

WORK ENVIRONMENT

This position operates in a multi-purpose room, including tech booth. Also, this job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee _____ Date _____