

Job Title: Faith Students Assistant Director
Reports to: Faith Students Director
Classification: Non-Exempt
Status: Regular/Full-Time

SUMMARY

The Faith Students Assistant Director oversees volunteer leadership teams, creates dynamic and engaging programming, and helps create a healthy student ministry culture.

ESSENTIAL FUNCTIONS

- Partners with Faith Students Director to oversee, develop, and execute programming, events, retreats, and ministry trips
- Prepares and teaches lessons to students, including Bible studies
- Oversees, schedules, recruits, trains, and develops volunteers for Student Ministries areas (guest services, game room, café/food, chill room, and tech booth)
- Creates safe, welcoming environments for students
- Establishes and cultivates appropriate relationships with students, including spending time with students
- Partners with Faith Students Director in training events for volunteers (including student leaders) and parents
- Develops and executes a social media presence for Student Ministries
- Participates in relevant meetings

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

- Bachelor's degree or at least 4 years relevant experience
- Passion and energy for students; thrives in highly dynamic environments
- Knowledge and understanding of scriptures and theology
- Excellent coaching and group facilitation skills
- Excellent teaching, leadership, organizational, collaboration, and communication skills
- 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
- High awareness and understanding of others and self; empathetic and sensitive to emotions and social cues of others
- Knowledge of student development stages and relevant current trends
- Proficient in the use of Microsoft Office or Apple iWorks (Pages, Numbers, etc.), Outlook, and aptitude to learn other software applications

TIME COMMITMENT

40 hours per week, including Sundays & Wednesday evenings

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

This job would require the ability to 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 church environment, including stage and podium. 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 _____