



## JOB DESCRIPTION

<b>Position Title</b>	<b>Associate Director – Jr High Ministry</b>
<b>Position Reports to:</b>	<b>Kristin McMaster – Jr High Director</b>
<b>Department:</b>	<b>Youth &amp; Children's Ministry</b>
<b>Schedule (may vary)</b>	<b>25 hours/week</b>
<b>Rate/Salary</b>	<b>\$25/hr</b>

### General Description

The Associate Director supports the director of Jr High Ministry in planning and executing our church's ministry to Jr High (7<sup>th</sup> and 8<sup>th</sup> grade) students.

### Specific Duties and Responsibilities

- Contribute ideas to the event calendar and planning process
- Recruit, retain, and develop adult volunteers, including regular contact and check-in with individual male volunteers
- Assist with teaching series ideas and development of small group curriculum
- Assist with event marketing
- Assist with camp fundraisers
- Actively help lead weekend and midweek programs
- Keep room organized, including weekly supply order and maintenance requests
- Teach approximately once a month in weekend services
- Participate in planning and executing summer and winter camps
- Build relationships with students: Make contact with parents and students by attending outside events (sports, plays, competition)
- Counsel with students in crisis, making referrals as necessary
- Other duties as assigned

### Knowledge & Skills Required for the Job

- Awareness of the developmental characteristics of early adolescents
- Ability to speak in front of a large group and manage gatherings
- Musical background and ability to lead worship preferred, but not required
- Some awareness of ministry models and methods as well as a working model of spiritual development is desirable
- Previous ministry experience highly desirable

### Personal Relations

- Must believe in Jesus Christ and be in line with the mission and vision of the church.
- Must be a regular attender of North Coast Calvary Chapel
- Position reports to the director of the Jr High Ministry and ultimately to the pastor overseeing youth and children's programs
- This position is statutorily mandated to report suspected child abuse and neglect

## **Work Environment**

- Programs are active and busy, requiring attention to multiple people and details at one time
- Preparation work and meetings with staff happen on campus, in offices and meeting rooms
- Meetings with volunteers may take place off-site
- Contact work with students may take place off-site in homes or at outside events

## **Schedule Requirements**

- Weekly planning and strategy meeting with director
- Monthly training with youth ministry team
- The following are required times:
  - Sunday: 7:30 am-12:30 pm with occasional afternoon meetings
  - Monday: 9-10 am
  - Wednesday: 5-9 pm
- Other work times vary depending on season and particular events. The following schedule is desirable, in order to facilitate meetings and interaction with other staff, but can be flexible:
  - Sunday: 7:30 am-12:30 pm
  - Monday: 9-1
  - Tuesday: 9-2
  - Wednesday: 8:30-10:30 + 5-9 pm (all-staff devotional, program time)
  - Thursday: 9-1

## **Physical Requirements**

- Standing (regularly)
- Stairs (regularly)
- Walking quickly (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls, receive and send text messages
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)