

Assistant Director of Student Ministries

Position: Regular Full Time

Hours: 40 per week

Core Hours: Mon & Wed 9:00 am-12:00 pm; Sun 8:00 am-12:00 pm, 4:00-8:00 pm

Reports to: Director of Student Ministries

Job Summary: The Assistant Director of Student Ministries works closely with the Director to serve and build a thriving student ministry that aligns with the vision and mission of Providence Church. This person will join the Director in all aspects of the Student ministry.

Qualifications:

- A committed follower of Jesus Christ, seeking to serve God and live out Providence Church's vision and mission
- A calling and a passion for student ministry
- A heart for the spiritual formation of students
- Demonstrated experience in ministry with students
- Relational skills and an enthusiastic presence for leading students and volunteer teams
- Strong organizational skills and experience managing budgets
- Proven leadership, teamwork, and interpersonal skills with the ability to maintain healthy and encouraging relationships with supervisors, coworkers, and volunteers
- Bachelor's degree in related field. Master's preferred.

Responsibilities:

- Assist with all middle and high school student activities
- Assist with all aspects of the monthly student gathering, "Wake"
- Teach and lead at events as assigned by the Director
- Development and oversight of Student Ministries volunteers and small group leaders
- Help schedule, plan, and oversee trips and events for students
- Communicate regularly and appropriately with parents of students
- Implement Safe Sanctuary training for all Student Ministries volunteers and ensure compliance by all parties
- Maintain regular contact and coordination with other staff members
- Help manage the Students budget, including budget planning, purchasing, keeping track of disbursements, and submitting related paperwork as assigned by the Director
- Attend and participate in weekly staff meetings
- Other projects or duties as assigned by supervisor