



JOB TITLE: Youth Assistant

FLSA STATUS: Hourly (Non-Exempt)

SALARY: \$14.00-16.00

HOURS PER WEEK: 12 to 20 Hrs/Week

SUPERVISOR: Director of Family Ministry

CREATED/REVISED: March 2022

APPROVED BY: G. Hernblom

POSITION SUMMARY

As a key part of the Faith Church Family Ministry team, the Youth Assistant will work with the Director of Family Ministry to build and run a healthy and active youth ministry while developing ministry relationships with Middle School and High School students.

ESSENTIAL FUNCTION

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ESSENTIAL RESPONSIBILITIES

- Assist the Director of Family Ministry and other youth ministry staff in executing a clearly defined strategy for discipling Middle School and High School students while helping them grow in a deeper relationship with Jesus.
- Assist in planning and running Youth Ministry programs including Youth Group, Bible Studies, Retreats, Mission Trip, Middle School Camps and other youth activities.
- Build relationships with the students in our church and community to help guide them on a journey of discipleship.
- Collaborate with the Director of Family Ministry to cultivate and equip volunteer leaders to serve the youth through leading small groups and helping with special events and activities.
- Actively participate in semi-regular teaching, leading and student contact in the Youth Ministry.
- Help in communication with students and families through email, text and phone calls as needed.
- Assist in leading times of musical worship during youth group and special events while working to develop and train a rotating team of students to assist.
- Other responsibilities as deemed necessary.

OTHER RESPONSIBILITIES

- Attend weekly staff meetings, and Youth Ministry planning meetings.
- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.
- Fulfill the performance standards of the position as well as following policies, rules and procedures of Faith church, including those communicated verbally or in writing.
- Other duties as assigned



PERSONAL QUALIFICATIONS

- Takes responsibility but does not hesitate to ask questions.
- Enjoys the challenge of learning new things
- Good humor, a calm demeanor, and a friendly outlook
- Ability to work effectively as part of a team as well as independently
- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.
- Strong commitment to confidentiality.
- Fulfill the performance standards of the position as well as follow policies, rules, and procedures of the church, including those communicated verbally or in writing.

PROFESSIONAL QUALIFICATIONS

- High School Graduate
- Youth Ministry Experience preferred
- Experience leading worship preferred
- Excellent verbal and written communication skills
- Microsoft Office skills (Outlook, Word, Excel, PowerPoint, etc.)
- Background check required
- Valid Driver's License with no major DMV infractions

WORK ENVIRONMENT, PHYSICAL ACTIVITY, AND SCOPE

Physical Demands: Variety of physical activity which may include the ability to sit, stand, walk, run, reach, bend, and kneel. The employee will need the ability to handle and feel as well as see and speak. Ability to lift 30 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel: Some travel required based on program demands.

Work Environment: Primarily indoor, with an occasional need to be in the gymnasium or outside. Typically, climate controlled.

BENEFITS

- Flexible schedule

This job description is not intended to be an exhaustive list of all duties. Employees may perform other related duties as assigned.