



## Assistant Director of Student Ministry Job Opening

**Wildwood Student Ministry** is a ministry of Wildwood Church (PCA) in Tallahassee, Florida and is seeking to fill the position of Assistant Director of Student Ministry. The goal of the Wildwood Student ministry is to expose students to God's love, to equip them to exalt God, enjoy other believers, and experience the work of the ministry.

**1. Position Purpose:** The Assistant Director (AD) will help provide, vision direction and leadership to the Wildwood Student Ministry, and will work in close cooperation with the Pastor to Students, the Student Ministry staff and the rest of the staff team at Wildwood Church. The AD works under the ultimate oversight of the Session, but on a practical level, reports to, and is supervised by, the Pastor to Students. The focus of this position is to provide ministerial support and shepherding to the students of the Wildwood Student Ministry. Preference will be given to female candidates as this position is tailored to minister primarily to the female students of the ministry.

### **2. Scope of Responsibility**

The AD position will provide innovative leadership and direction to the activities and programs of the Student Ministry including middle school, high school and the college/20-somethings ministries. Responsibilities include: directing the LIFE Group Discipleship program, developing outreach strategies, communicating relevant teaching to students, recruiting and shepherding the intern staff, recruiting and training adult volunteers, curriculum development and challenging female students rise to leadership and devotion to Christ.

### **3. Essential Duties**

The Assistant Director will provide support in the following areas:

#### **A. Ministerial Support**

Assisting the Student Ministry Staff with ministerial support for ministry programs and activities. These duties include:

- To assist the Pastor to Students in ministering and shepherding the entire Student Ministry by primarily ministering to and discipling the girls
- Directing the LIFE Group Discipleship program (small groups) through curriculum development, teaching and training the LIFE Group staff
- Weekly planning and creative development of the Wednesday night outreach services
- Developing outreach strategies and intentional follow-up on weekly visitors to the Student Ministry
- Be an active part of the teaching team that teaches Sunday Morning Bible Study, LIFE Groups or Wednesday message series
- Provide Biblical guidance, spiritual direction and prayer support to students on an individual basis
- Planning, administration and implementation of events, activities, programs, camps, retreats, mission trips, etc.
- Give special insight and focus in developing female students and leaders into maturing disciples of Jesus Christ.

## **B. Administrative Support**

- Preparing and producing publicity materials including newsletters, brochures, flyers
- Assisting in communication to students and parents through the internet and email
- Recruit adult leadership and college interns
- Assist in budget development and usage

## **4. Other Duties**

The Assistant Director will provide support in the above mentioned areas as well as perform any additional duties assigned by the Pastor to Students.

## **5. Education and Experience Requirements**

- Bachelor's degree (Biblical emphasis desirable)
- Experience working in a student ministry

## **6. Required Skills and Abilities**

The position requires a person who is detail oriented, has excellent interpersonal skills, and the ability to work with a diverse population of students. The ideal candidate will be:

- A committed Christian whose manner of life is consistent with the faith he or she professes
- A mature Christian who meets Biblical qualifications for leadership
- Endorse the ministry philosophy of Wildwood Church
- Enthusiastic about the mission and vision of Wildwood Student Ministry
- A demonstrated love and loyalty to the church
- Understanding of and commitment to the Reformed faith
- Sensitive to issues related to working with middle, high and college students (primarily females)
- Detailed-oriented and a self-starter
- A strong team player

## **7. Skills and Experience**

- Experience working in a growing Student Ministry
- Excellent writing and oral communication skills
- Outstanding organizational skills
- Facility with Microsoft Office and Adobe Creative Suite or other publishing software desirable

## **8. Work Hours, Compensation and Benefits**

- The AD position is a full-time salaried staff position with insurance and benefits
- Salary and benefits commensurate with experience