

Female Youth Ministry Assistant (Part time)
Job Description

Job Title: Youth Ministry Assistant (PT)

Job Overview

- The Purpose of the Youth Ministry Assistant position is to help support the Female Adult Volunteers; to care for the female students in the youth ministry; help lead both the middle school and high school programs; and to support the Youth Director in leading and growing the Volunteer Adult Leadership Team.

Relationships

- **Supervisor:** Youth Director
- **Supervision of:** Lay Leader Volunteers
- **Collaboration with:** Director of Ministries, Lead Pastor, Grace Ministry Directors

Schedule

- **Average Weekly Hours / Time Required:** 20 hrs/week
- **Work Days:** Monday, Wednesday, Sunday required. Contact time with kids in between.
- **Required Meeting Attendance:**
 - Monthly All-Staff meeting required.
 - Regular meetings with the Youth Director as needed.
- **Job Location:** Grace Mills River and various locations per youth activity.

Relationship to Mission

- This position is part of the equipping of not only the youth toward spiritual growth but the overall discipleship of the family unit in hopes to see the Gospel move outward into the surrounding community.

Key Focus Areas

Includes the following but not be limited to:

1. Provide leadership and care to the girls in youth ministry by
 - a. Leading one of the Wednesday night small groups. Group depends on the current volunteer leadership and what gap needs to be filled.
 - b. Leading a few female high school student-leaders that will help with the middle school group.
 - c. Creating and developing mentor-relationships & friendships with several middle school and high students.
2. Provide leadership to Adult Volunteer Youth Leaders by
 - a. Developing relationships with the other youth leaders.
 - b. Meeting with each female leader at least once per month.
 - c. Ensuring that all leaders are given timely and accurate communication.

- d. Being a liaison between female leaders and the youth director when needed.
3. Youth Ministry logistics.
 - a. Create and update the database for student/family contacts.
 - b. Help with planning and leadership of retreats, mission trips, programs, etc.
 - c. Help with leading programs and events, including occasionally speaking.
 - d. Undertake any other duties as needed by the Youth Director.

Success Measures

- A unified, loving, open and growing community of middle school girls and high school girls.
- A timely, consistent, relevant, creative dissemination of youth ministry information to students, parents, volunteer leaders and the church as a whole.
- Administrative and logistic upkeep, including but not limited to a student database, mission trip and retreat paperwork, adult leader applications and background checks, and special event reservations.

We will meet regularly to discuss how the job is going to keep pursuing the best relationship and fit for you and the youth ministry. There will be reviews at 30, 60, 90 days, 6 months, and 1 year after hiring.

Skills & Traits Required

- have a growing relationship with Jesus Christ
- have a strong/growing grasp of Scripture and the Gospel
- be highly relational
- have administration skills
- be highly computer literate
- be a college student or graduate, and be at least 21 years of age.
- be comfortable in front of groups
- be able to lead a small group in studying Scripture
- teachable
- Creative, innovative, resourceful
- Adaptable
- Motivated and committed to taking action on your own accord.
- Become active member of Grace Mills River

Training Required / Provided

- Meet with the Youth Director to establish a reading plan with Gospel centric discipleship material and meet every other week to discuss readings.
- Connect with a female mentor via small group or one on one to provide a resource outside of youth ministry toward personal discipleship/accountability.

CONTACT: Please send resume to the Youth Director, Greg Lieb at grlieb@gmail.com