

JOB DESCRIPTION: Associate Director of High School Ministry
INCUMBENT:
FLSA STATUS: Exempt
EEO CLASS: 2
WORK STATUS: Full Time **WEEKLY HOURS:** 40
PAY LEVEL: 6
PAY TYPE: Salary
REPORTS PRIMARILY TO: Director of Student Ministry
DATE APPROVED:

PRINCIPAL FUNCTION

Oversee the high school students within the student ministry. Lead and build relationships with students, creating opportunities for spiritual formation, foundation, and vocation. Provide intentional discipleship and spiritual leadership to high school boys. Facilitate the integration of high school students into the entire body of Christ.

FUNCTIONAL RESPONSIBILITIES

1. Leadership and Planning
 - a. Assist in creating an overall vision for the High School Ministry that fits into the overall vision of Student Ministry and the church.
 - b. Create and organize opportunities for students to increase their involvement in the church.
 - c. Create and organize opportunities for students to invest in and serve Knoxville.
 - d. Assist in organizing and running the High School Fall Camp and Beach Camp.
 - e. Be a leader at the High School Fall Camp and Beach Camp.
 - f. Be a leader with the High School Short-Term Mission Trip.
 - g. Assist in investigating, evaluating, and choosing the curriculum for High School Ministry.
 - h. Work with the Middle School Ministry in the transition of 8th-grade students to the High School Ministry.
2. Leadership for the Interns and Volunteer Leaders
 - a. Assist in the recruitment and hiring process for 2-Year Interns.
 - b. Provide regular and honest evaluations to the 2-Year Interns.
 - c. Intentionally mentor the male 2-Year Interns.
 - d. Help lead the Student Leadership Team.
 - e. Take part in the Student Ministry and High School staff meetings.
 - f. Assist in the recruitment of volunteer leaders.
 - g. Regularly meet with the volunteer leaders as a team to provide training and encouragement.
 - h. Meet individually with the volunteer leaders weekly.
3. Regular Student Teaching
 - a. Teach at TNT (youth group) and High School Sunday School regularly.
 - b. Lead TNT weekly.
 - c. Lead a High School Small Group.
4. Intentional Interaction and Relationships with the Families
 - a. Have eight or more hours of weekly contact work with male students outside of programs.
 - b. Be proactive in communicating with parents and students.
 - c. Proactively contact students and parents who are not involved.
 - d. Proactively build relationships with students and parents, especially with those who are new.
 - e. Pray regularly for all families and students in the High School Ministry.
 - f. Know all the students in the High School Ministry.

- g. Attend Onward. (8th grade promotion retreat)
- 5. Other
 - a. Occasionally perform other duties within the scope of this ministerially exempt description.
 - b. Remain in compliance with the Employee Handbook and Staff Covenant.

PHYSICAL REQUIREMENTS

Ability to sit at a desk and use a computer for extended periods of time.

Ability to be on campus on Sunday mornings and evenings as well as Wednesday evenings.

QUALIFICATIONS

Bachelors' degree (or equivalent experience) in ministry, theology, education or related field.

Minimum 2-5+ years of experience in Student Ministry preferred.

Demonstrated love for and joy in spending time with high school students.

Commitment to the mission and theology of the church.

Servant-hearted leadership and emotional maturity.

Ability to teach Scripture and facilitate small group discussions.

Creative and adaptable in ministry environments.

Teachable spirit and openness to feedback.

Interested candidates please contact Sarah Braden at sarahbraden@cspc.net