

## YTH | MIDDLE SCHOOL ASSISTANT DIRECTOR

### GENERAL DESCRIPTION

The Assistant Director position will partner with the Pastor/Director to manage, champion, and oversee the teams, systems, and processes involved in running the Middle School Ministry. Ministering to the Middle School students by providing support and leadership is a key area of responsibility for this position.

**Classification:** Exempt; Salary // **Status:** Full-Time (40 Hours/Week) // **Team:** YTH // **Supervisor:** Director, Middle School YTH | Caleb McMains

### WORK SCHEDULE

- Saturdays | 1:30p – 6:15p
- Sundays | 8:00a – 12:45p
- Wednesdays | 4:00p – 8:30p
- Remaining 26 hours are flexible to be completed during workday Tuesdays – Thursdays

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### DUTIES & RESPONSIBILITIES

- Support and participate in the overall mission of the church and its implementation in YTH.
- Assist in the creation and execution of weekend services, communities, events and trips.
- Support the communication efforts of the Middle School YTH to youth, parents and leaders.
- Assist in creative planning and execution of all ministry initiatives and outreach strategies.
- Lead and move leaders in creating a great guest experience for new students and families.
- Maintain cleanness, appearance, and organization of all YTH resources and venues.
- Assist in the maintaining the YTH brand across all middle school YTH content.

#### Leader Development

- Review all volunteer applications and partner with the Director to complete the onboarding process for new volunteers.
- Assist the Middle School Director with leader care.
- Assist with creating and executing leader events and trainings.
- Assist with leading volunteer meetings as needed.
- Be a primary communication point for volunteers throughout their time of service.

### Partnering with Parents

- Actively seek ways to better connect with and support parents.
- Help develop strategies/events to better engage parents.

### Communities (Wednesdays)

- Write weekly sermon-based questions for communities as needed.
- Ensure each week youth and leaders know where to go.
- Help develop strategies to onboard youth into communities.
- Help create systems and develop strategies to improve the communities.
- Assist in the execution of communities the night of ensuring all groups have a leader present (be willing to step in and lead a community if necessary).

### Weekend (4 services, Sat & Sun)

- Assist Director as needed (may include occasionally teaching, hosting and running games during services).
- Help create systems and develop strategies to improve the weekend.
- Help evaluate weekend services.
- Assist in tearing down and locking up the building as needed.
- Administration
- Partner with the Middle School Director to execute events.
- Help manage social media accounts as needed.
- Assist with mission trips, retreats, and events as needed.

## COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Ethics** - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- **Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Safety & Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- **Attendance & Punctuality** - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.
- **Initiative** - Asks for and offers help when needed. Undertakes self-development activities.

## REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

## PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 10 pounds).

## PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model Biblical understanding and maintain a consistent personal devotional life;
- Model Biblical commitment and become a covenant member of Rock Point Church;
- Model Biblical family life before the body and regularly attend worship service with your family;
- Model Biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model Biblical community; and
- Model Biblical generosity and financially support Rock Point Church.