

# YTH | HIGH 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 High School Ministry. Ministering to the High School Youth by providing support, care, and leadership is a key area of responsibility for this position.

**Classification:** Exempt; Salary // **Status:** Full-Time (40 hours) // **Team:** YTH //

**Supervisor:** YTH High School Director, Jeff Reinhart

## WORK SCHEDULE

- Sunday: 1:30pm – 9:30pm
- Saturday: 2pm – 8pm
- Tuesday - Thursday: 9am – 5pm

\*Scheduled hours are flexible for special events and YTH trips

## ESSENTIAL DUTIES & RESPONSIBILITIES

### Leader Development and Care

- Review all volunteer applications and partner with the Director to complete the onboarding process for new volunteers.
- Assist the High School Director with caring for leaders and implementing new strategies to better support and appreciate them.
- Assist with creating and executing leader team building events, trainings and meetings.
- Be a primary communication point for volunteers throughout their time of service.
- Help assist and improve strategies and methods for volunteer recruitment and retention.

### Weekend Programming (Sunday nights)

- Assist Director as needed (occasionally teaching 8-10 times a year), hosting and leading preservice huddles as needed.
- Help create and implement organizational systems and relational strategies to improve the overall weekend experience.
- Oversee and manage our YTH Crew; provide vision, leadership, and care to this group.
- Oversee execution of necessary setup and tear down on Sundays.
- Assist with volunteer management and oversight of YTH Coffee.
- Partner with the High School Director to create, promote and execute events.
- Oversee creation and execution of weekly high school video announcements.
- Oversee creating and execution of social media strategy and scheduling.
- Assist with YTH trips, retreats, trainings and outreach events as needed.
- Administrative duties as assigned by the High School Director.

### **Communities** (Sunday nights)

- Write weekly sermon-based questions for communities.
- Help create systems and develop relational strategies to improve communities.
- Oversee communities' registrations and placement of youth in communities that will be the best fit for each youth.
- 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).
- Ensure new YTH and leaders know where to go and are cared for.

### **Interns** (seasonally)

- Assist with Leading, training, and developing interns in assigned organizational and administrative areas of the ministry.
- Assist in caring for interns spiritually and help lead, guide, and grow them towards their callings.

### **Parent Partnership**

- Actively seek ways to better connect relationally with parents and support them (emails, parent Facebook page, YTH Tent weekend services etc.)
- Help develop strategies/events to better engage parents.

## **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.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.
- **Initiative** - Asks for and offers help when needed. Undertakes self-development activities.
- **Leadership** - Ability to lead youth and adults effectively.
- **Coachability** - Seeks out ways to improve and get better.

## REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- High School GED
- Minimum 1 year of Vocational Ministry Experience or Volunteer Experience
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

## PREFERRED QUALIFICATIONS

- Bachelor's Degree or Equivalent Experience
- Working Knowledge of Database Software
- Experience Overseeing Volunteers
- Experience Overseeing a Small Group

## 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.