

YOUNG ADULTS ASSISTANT DIRECTOR

GENERAL DESCRIPTION

The Assistant Director position will partner with the Young Adults (YA) Director to manage, champion, and oversee the teams, systems, and processes involved in running the YA Ministry. Ministering to Young Adults by providing support and leadership is a key area of responsibility for this position.

Classification: Exempt; Salary // **Status:** Full-Time (40 Hours/Week) // **Team:** Young Adults // **Supervisor:** Young Adults Director

WORK SCHEDULE

- Mondays | 9a - 4p
- Tuesdays | 9a - 4p
- Wednesdays | 9a - 4p
- Thursdays | 10a - 10p

Remaining hours are flexible to be completed on Saturday or Sunday

ESSENTIAL DUTIES & RESPONSIBILITIES

- Support and participate in the overall mission of the church and its implementation in Rock Point Young Adults (RPYA).
- Assist in the creation and execution of Thursday nights, events, and content.
- Support the communication efforts of the YA ministry.
- Assist in creative planning and execution of all ministry initiatives.
- Maintain cleanness, appearance, and organization of all YA resources and venues.
- Assist in maintaining the RPYA brand across all RPYA content.
- Help create systems and develop strategies to improve the ministry teams.
- Help evaluate weekly services.
- Assist in tearing down and locking up the building as needed.
- Champion and empower volunteers to do the work of the ministry.
- Help manage social media accounts as needed.
- Preach on Thursdays, as needed, as it relates to the message and mission of the church.
- Assist in developing interns and coaching church plants.

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 acquires 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 ethically and with integrity.
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, & EDUCATION

- Ministry experience leading a Student or Young Adult/College Ministry in a large church (at least 1,000 people) environment.
- Bachelor's Degree or equivalent church experience.
- Demonstrate a calling to Pastoral Ministry.
- Experience preaching in a large group (at least 300 people) service environment.
- Agrees and aligns with the vision, values, and doctrinal [Statement of Beliefs](#) of Rock Point Church.

PREFERRED REQUIREMENTS

- Three years of experience leading in a Student or Young Adult/College Ministry of over 150 in a church of at least 3,000 people.

- Bachelor's degree in ministry related field.
- Working knowledge of Planning Center Online and Church Community Builder.
- Experience recruiting, training, and leading a high-octane volunteer team.
- Experience planning and facilitating trainings, large events, and retreats.
- Experience managing a ministry budget.

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 (exceptions allowed on a case-by-case basis with Lead Team approval).
- Model biblical family life before the body and regularly attend worship services with your family.
- Model biblical integrity and conduct personal life in a manner consistent with Rock Point Church's core values.
- Model biblical community.
- Model biblical generosity and financially support Rock Point Church.