

**Title:** Student Ministry Associate

**Classification:** Full-time, Salary, non-Exempt, Administrative

**Reports To:** Cove Student Ministry Pastor

### **Job Summary**

Directed by the Holy Spirit and motivated by a love for God and others, the Student Ministry Assistant will support the Student Ministry Director, serving alongside Rivertree to fulfill its mission by helping students and families know Jesus by sharing the gospel and their lives.

### **Job Qualifications**

- Follower of Christ who relies on His wisdom and strength in fulfilling the call to serve in this position
- Must exemplify Christlike character
- Ability to assist with planning and organizing ministry to students and families
- Capable of supporting lay leadership, volunteers and parents
- Capable of helping successfully execute student ministry goals, programs and special events
- Skilled in interpersonal, written and oral communication
- Capable of administering policies, procedures and student ministry records
- At least 2 years experience working/volunteering with middle or high school students

### **Job Responsibilities**

- Provide support to overall student ministry as directed by the Student Ministry Director
- Plan and execute Sunday morning ministry to middle school students by creating a schedule of master teachers & resourcing small group leaders
- Collaborate with the Student Ministry Director to plan and lead Wednesday night Student Life Groups including organizing meals and resourcing master teachers & small group leaders.
- Assist with communication with parents, leaders and students
- Assist with summer camp registration & preparation processes
- Assist with planning and execution of special events
- Responsible for recruitment and training and scheduling of middle school volunteers
- Responsible for occasional teaching of Middle School Youth
- Responsible for creating activities, lessons, and programs that fit within the larger scope and sequence of student ministry discipleship

### **Job Conditions**

- Job involves stress related to growth, changes in work environment and exposure to various personal problems of students and families.
- Job includes periodic local and non-local travel.
- Job requires a combination of office and irregular hours.