



CHURCH AT THE SPRINGS • MINISTRY ASSISTANT

Date Posted:	July 2024
Position Title:	Student Ministry Assistant
Campus:	All
Department:	Student Ministry
Reports To:	Ryan Parquette
Supervises:	Student Leaders, Interns, Students

Position Purpose:

SUMMARY:

This assistant role is to support all youth ministry staff while also being equipped with the tools and strategies of the church with a focus on administration.

Job Description

RESPONSIBILITIES

1. 20% Attending services and overseeing ministry areas.
2. 40% In office meetings, curriculum planning, event coordination.
3. 20% Time spent with students outside of the office.
4. 30% Leadership development, ministry training and team-building.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school degree

REQUIRED SKILLS

- Communication
- Leadership
- Personable with adults AND students
- Ability to work well with a team.

PHYSICAL LABOR REQUIREMENTS

- Must be able to traverse property and facility, including the Venue
- Must be physically able to set up and tear down event-related equipment.
- Prolonged periods sitting at a desk and working on a computer.
- Ability to physically stand, bend, squat, and lift up to 25 to 30 pounds