

## Job Description

### Y.O.U (Youth Outreach Unleashed) Female Assistant

Reports to: Associate Pastor, Youth Outreach Unleashed  
FLSA status: Hourly (non-exempt)  
Hours per week: 40 hours, Full-time  
Campus: Melbourne

This position assists with the Y.O.U (Youth Outreach Unleashed) Ministry in helping provide an organized, safe and fun environment for 6<sup>th</sup>-12<sup>th</sup> grade students. The key objective of the position is reaching out to female students, by developing a mentor-type relationship with the students.

Win: Share the truth of God's Word and how it applies to the lives of young women  
Disciple: Address topics they can relate to and are relevant to their lives  
Send: Model and inspire them to share what they learn from youth activities

#### Job Requirements:

- Mentoring (*And let us consider how we may spur one another on toward love and good deeds . Hebrews 10:24*): Display and teach godly character during weekly interaction
  - Implement and assist with leading organized activities
  - Build and establish relationships with female students
  - Regularly communicate with all students
  - Teach the verse-of-the-day on assigned day (*It is written, 'Man does not live by bread alone, but by every word that comes from the mouth of God.'* Matthew 4:4)
- Monitoring assigned zone at all times
  - Arcade
  - Gym & equipment
  - Snack shop
  - Leadership (*For even the Son of Man did not come to be served, but to serve. Mark 10:45*)
  - Encourage youth to serve others within ministry and in the community
  - Encourage other volunteers to get involved in Youth Program
  - Inform visitors of facility, schedule, services and events
  - Collect and handle money for events as needed
- Service logistics
  - Attend The Bridge youth service
  - Set-up and tear-down for weekly services and events
  - Maintain registration area, arcade and gym
  - Handle parent/student matters as needed (*Make every every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)

#### Skills:

- Flexible and available to work with staff and volunteers (*...serve one another humbly in love. Galatians 5:13*)
- Able to present themselves with modesty and humility (*The Lord guides the humble in what is right and He teaches them his way Psalm 25:9*)
- Willing to take initiative – able to work with little or no supervision
- Excellent interpersonal, verbal and written communications skills
- Working knowledge in the Microsoft Office Suite including Outlook & Excel
- Excellent phone communication skills

- Efficiently complete a high volume of work daily and ability to adapt to change
- Good judgment exercising discernment in decision making (*This is what the Lord almighty says: Give careful thought to your ways Haggai 1:5*)

**Other Qualifications:**

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Mature and ongoing relationship with Christ and regularly attend church services (*Let us not give up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching. Hebrews 10:25*)
- Strong commitment to the mission statement of Calvary Chapel Melbourne
- Participation in our church body for at least one year
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- Ability to maintain confidentiality of information and adaptability to change (*For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man. 2 Corinthians 8:21*)
- Faithful, available and teachable to reach the next generation for Christ
- Youthful yet mature attitude
- A dependable team player who works well with people at all levels of the organization (*Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Hebrews 13:17*)
- Servant-hearted with a positive optimistic attitude (*So let's not get tired of doing what is good. At just the right time we will reap a harvest of blessing if we don't give up. Gal 6:9*)

I have read the above job description. I understand that I am responsible for the requirements as outlined above and that the job description in no way implies that the duties listed here are the only ones that I will be required to perform. I will be expected to perform other tasks, duties and training as determined by my supervisors.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

Authorized by:

\_\_\_\_\_  
Administrator

