

## Job Description

### Youth Administrative Assistant

<b>Reports to:</b>	Bridge Pastor
<b>FLSA status:</b>	Non-Exempt (hourly)
<b>Hours per week:</b>	20 hours, Part-time
<b>Campus:</b>	Melbourne

This position supports the Youth Department's services, events and day to day functions.

Decision-to love God with all my heart, soul, and mind. He is my Lord and Savior, My Captain and King

Disciple-I have a leader mentoring and influencing me to become more like Jesus Christ

Disciplined-in my prayer life and my knowledge of God's word

Direction-to discover my calling, my gifting's, and plan for my life from God

#### Job Requirements:

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Event Planning/Coordination
  - Assist with planning and making decisions on events to help develop and foster The Bridge values within students
  - Assistance in planning and attending student retreats, events, and activities, and completing necessary communication and paperwork involved in this process
- New student Integration/Connection
  - Create a warm, “come as you are” environment at The Bridge services, where students in any stage of their journey are welcomed
  - Take responsibility to ensure new people find connection with pastors, leaders and students (*Let each of you look not only to his own interests, but also to the interests of others.* Philippians 2:4)
  - Implement and coordinate a connect crew/greeting team - the purpose of the welcome team is to assist new people and new Christians in making The Bridge a home via a one-on-one personal introduction into The Bridge community. This includes scheduling students and leaders, creating and communicating strategies and schedules
- Attend Bridge Tuesday and Wednesday Night Services
- Continually reinforce the Four D's within The Bridge – both with volunteers and staff as well as with those who attend (*And whatsoever you do, do it heartily, as to the Lord, and not unto men.* Colossians 3:23)
- Participate with the youth team to plan and organize weekly services and special events (*Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.* 1 Peter 4:10)
- Attend youth department meetings per schedule
- Stay organized and have great communication with staff and volunteers responding to communication quickly
- Assist with daily administrative tasks (*Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.* Colossians 3:23)
- Other duties as assigned by Supervisor

**Skills:**

- Excellent communication skills both verbal and written with the ability to deal with sensitive issues while exercising good judgment (*We have different gifts, according to the grace given to each of us... Romans 12:6*)
- Perform all tasks with diligence and joy
- Proven proficiency in the Microsoft Office Suite including Excel & Word
- Organized, ongoing learner
- Self-starting – can work with little supervision or direction
- Compassionate and flexible
- Ability to stay calm in stressful situations (*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 8:20-21*)

**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, ongoing relationship with Christ and regularly attend church service
- Servant-heart and optimistic attitude (Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3)
- A dependable team player who understands unity and works well with people (Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3)
- Ability to set boundaries to limit non-work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information

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

## **Mission Statement**

**WIN** a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

**DISCIPLE** a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

To think like Jesus thought..... Mind of Christ  
To minister like Jesus did..... Works or Ministry of Christ  
To be like Jesus..... Character of Christ

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

**SEND** a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus. "But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth." Acts 1:8

## **CORE COMMITMENTS**

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

### **COMMIT**

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

### **CELEBRATE**

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

### **CONNECT**

To others in personal vibrant relationships.

### **COMMUNICATE**

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

### **CONTRIBUTE**

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.