

## **J O B   O U T L I N E**

### **High School Associate Director – White Bear Campus (part-time)**

#### **A.     QUALIFICATIONS**

1. A personal, growing relationship with Jesus Christ.
2. Gifts in leadership and teaching built on a significant understanding of Scripture.
3. Ability to:
  - a. authentically facilitate, relate with and work well with high school students
  - b. lead and maintain a team of volunteer adult staff
  - c. work well with a team
  - d. communicate effectively
  - e. aid in the leading of upfront worship (preferred, not required).
4. Knowledge of and experience in youth ministry.
5. Aptitude for organization, self-direction and flexibility.
6. Bachelor's Degree preferred.
7. Subscribe to and affirm the Statement of Faith and Covenant of Calvary Church.
8. Be a regular participant in public worship at Calvary Church.
9. Remain a member in good standing of Calvary Church.

#### **B.     RESPONSIBILITIES**

The Summit Associate Director will help coordinate and plan ministry to students in grades 10–12 at Calvary Church with the aim of supporting church and family in building relationships and seeing Jesus transform lives.

1. Provide biblical teaching on Sunday mornings three to four times per month at Calvary's White Bear campus.
2. Weekly, assist in planning and implementing Wednesday-night programming.
3. Assist in planning and leading student activities and retreats.
4. Seek to foster a healthy culture of leadership, support and growth within a team of volunteer leaders.
5. Regularly spend time with students and build relationships outside Wednesday and Sunday programming.
6. Build relationships with and advocate for parents and families whenever possible.
7. Meet with and work alongside the High School Pastor and other High School Associate Director to plan and prepare an effective ministry setting for students.
8. Other duties as assigned by the High School Pastor.

#### **C.     RELATIONSHIPS**

1. Reports to the High School Pastor.
2. Works with the other High School Associate Director.
3. Serves alongside and helps lead adult staff volunteers.
4. Coordinates with other members of the church staff.