



JOB DESCRIPTION

Title: High School Summer Assistant
Department: Family Ministry
Reports To: High School Pastor
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: The objective is for the High School (HS) Summer Assistant to learn basic communication and leadership skills within the context of ministry. Responsibilities include planning events over the summer and coordinating outreach opportunities within High School.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Development of:**
 - **Organizational skills**
 - Create an organized and effective summer calendar for HS
 - Assist HS team through the execution of several summer events such as Summer Nights, the Bosse Football Team All-Nighter and I Love My City
 - **Communication skills**
 - Communicate within the team as well as across departments ensuring that directions and vision are clear to every party involved
 - **Relational skills**
 - Relationship building with our church community by maintaining personal and social media interactions
 - Unite the volunteer team and rally them for different events, meetings and services
 - Create a fun and engaging atmosphere on a weekly basis where students love to attend
 - **Teaching skills**
 - Effective Biblical and leadership teaching
 - Create compelling content that will be shared in a public setting

Additional Responsibilities:

- **Events and Outreach**
 - Organize and execute summer events and outreach opportunities such as Summer Nights, Bosse Football Team All Nighter, camp, I Love My City
- **Lead Meetings**
 - Plan and communicate during rallies and meetings to students, parents, and/or adult volunteers

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Interest in Youth Ministry
- Basic Communication Skills
- Organized, with an ability to prioritize time-sensitive assignments
- Creative and Flexible.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

Position Type/Expected Hours of Work

This position is a temporary summer role working 40 hours a week. Normal working hours are Monday to Thursday 8:00 am-5:30 pm, and Wednesday Nights 5:00 pm-11:30 pm during "Summer Nights".

Travel

This position requires up to 25% domestic travel. This position would be required to work at our out of town week long summer camp.

April 21, 2017

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.