



JOB DESCRIPTION

Title: Middle School & College Age Assistant
Department: Family Ministry
Reports To: Middle School Pastor & College Age Pastor
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: Work with the Middle School Pastor and College Age Pastor to support the Middle School and College Age Ministry, providing administrative assistance as needed, including logistics, planning, communications, and coordinating events/programs.

Essential Functions:

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

- **Middle School**

- Manage communication, assimilation, and set up for YTH Middle School (MS) services to leaders who serve, students who attend, and parents
- Manage the database (including getting pictures of new kids) as it relates to helping small group leaders keep updated lists of their students with the myCrossroads database,
- Manage MS social media - Facebook, Twitter, Instagram, Snapchat, text club, including promotions (bulletin, service screens, etc.)
- Manage MS portion of Crossroads website and myCrossroads for including small groups
- Ensure that current volunteer and leader background checks are complete and kept up-to-date by connecting with the Safety and Security Coordinator
- Organize volunteer materials, ordering supplies, set up lunches, room reservation, calendar details, etc.
- Create all room, equipment, calendar and vehicle reservation requests
- Manage and prepare Budget Action Plans, process receipts and maintain updating Action Plans
- Regularly research best practices for online training
- Additional duties and projects as assigned

- **College Age**

- Communications support, including: internal and external promotions, SMS mass texting communications, social media support, and website management
- Calendar management: both with the College-Age ministry in the larger church calendar as well as professional calendar for the College Age Pastor
- Volunteer communication/coordination
- Working with small group leaders to track attendance, facilitate connections and follow up with new contacts, and ensure information regarding small groups is current
- Provide communication/information to volunteers throughout ministry seasons and leading up to major events
- Help in budget planning and finance tracking
- Event logistics and planning, including reservations, financial tracking, and communication

Additional Responsibilities:

- Support for other ministry functions, including purchasing and preparation
- Performs other duties as assigned

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
- Highly Administrative and intuitive
- Minimum 3-5 years of experience preferred in an office environment or performing administrative work
- Proficient with current systems, software, practices
- Ability to convey a positive professional image and to maintain confidentiality
- History of proven servant leadership amongst peers
- Demonstrated capacity to lead and administrate

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. Supplies and equipment are required to be lifted on a

frequent basis 20-40 lbs. (example: cases of soft drink cans, outdoor game equipment, etc.)

Position Type/Expected Hours of Work

This position is full time, 40 hours and requires a minimum of working three weekends each month. Normal working hours are Monday to Friday 8 am-4 pm, and Sunday 7:30 am-12:30 pm.

Travel

This position may require up to 15% domestic travel. MS Summer Camp, Retreat, Holiday World.

August 23, 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.