



## **JOB DESCRIPTION**

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

**General Summary and Objective:** Responsibilities include learning the role of pastoring to students at Crossroads Christian Church, including a leadership role with Summer Bible Study, Summer Camp, and large group summer events.

### **Essential Functions:**

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

- **Development of:**
  - **Communication skills:** broad communication to staff, ministry team, students, families and casting vision vs. assigning tasks
  - **Organizational skills:** time management, problem solving, planning events and ministry, prioritizing the work day
  - **Relational skills:** mentoring students, basic counseling to students, parents, leaders, shepherding people
  - **Personal spiritual maturity skills:** spiritual disciplines, accountability partnership, being a disciple and developing disciple multiplication
  - **Leadership and management skills:** crisis management, problem solving, team leadership, recruitment of quality volunteers, cultivating relationships – staff, leaders, students, families, training, tools, & resources
- **Job Responsibilities:**
  - **Facilitate summer bible study for Middle School:** facilitating DBS (Discovery Bible Study), promotion/communication, manage resources, tools, supplies
  - **Contribute/execute tasks for summer events:** gather needed resources, recruit leaders, develop training for leaders, MC events
  - **Summer Camp:** creative programming, recruit leaders, develop training for leaders & parents, teach, mentor, & counsel students, assist in evening programming

- **YTH Middle:** teach 2-3 times, assist in creative programming, promotion/communication

**Additional Responsibilities:**

- Hospital visitation (during MS Pastor's assigned day)
- 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
- Currently in ministry college degree program preferred
- Ability to convey a positive professional image and to maintain confidentiality
- Ability to communicate bible concepts
- Demonstrated capacity to lead and administrate
- Must enjoy engagement with Middle School students

**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. Will regularly lift boxes and equipment that weigh 30-75 lbs.

**Position Type/Expected Hours of Work**

This position is a summer position working 40 hours a week and requires working every weekend. Normal working hours are Monday to Thursday 9:00 am-5:00 pm, Saturday 5:00 pm-7:00 pm, and Sunday 7:30 am-1:30 pm.

**Travel**

This position would be required to travel for a week for an out of town camp and a week for a mission trip. Errands around town may also be needed.

*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.*