

Associate Director of Student Ministries

Position: Regular Full Time

Core Hours: Monday 9-12, Wednesday 9-12, Sunday Morning 8-12, Sunday Evening, and all Student Events

Reports to: Director of Student Ministries

Job Summary: The Assistant Director of Student Ministries works closely with the Director to serve and build a thriving student ministry that aligns with the vision and mission of Providence Church. This person will join the Director in all aspects of the student ministry.

Qualifications:

- A committed follower of Jesus Christ, seeking to serve God and live Providence Church's vision and mission
- A calling and a passion for student ministry
- A heart for the spiritual formation of students
- Demonstrated experience in ministry with students
- Relational skills and an enthusiastic presence for leading students and volunteer teams
- Strong organizational skills and experience managing budgets
- Proven leadership, teamwork, and interpersonal skills with the ability to maintain healthy and encouraging relationships with supervisors, coworkers, and volunteers
- Bachelor degree in related field preferred

Responsibilities:

- Assist with all 6th-12th grade and college-aged activities
- Assist with all aspects of the monthly student gathering, "Wake"
- Develop and oversee Student Ministries volunteers and small group leaders
- Assist with the planning and execution of trips and events for students
- Communicate regularly with parents of students
- Implement Safe Sanctuary training for all volunteers and ensure compliance by all parties
- Maintain regular contact and coordination with other staff members
- Manage purchasing, disbursements, and related paperwork
- Occasional teaching and curriculum selection
- Attend and participate in staff meetings
- Other projects or duties as assigned by supervisor