

JOB TITLE: High School Associate Director (Female)
DEPARTMENT: Ministry Environments
DIRECT REPORT: Student Pastor
POSITION STATUS: Full-Time

PURPOSE OF POSITION:

To work alongside the Student Pastor and provide personnel support and assistance to the programming of the High School ministry, while supporting the implementation of the vision, mission and core values of Mission Hills Church.

QUALIFICATIONS:

- Earned degrees or equivalent experience that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ, and lives out biblical truth
- Minimum 3-year experience working in student ministry (preferred)
- Experience working with 500+ church size (preferred)
- A passion to work with high school students and their families
- Ability to work with Serve team members
- Possess characteristics of a team player, servant's heart and active learner who is flexible
- Possess organizational skills and communication skills
- Teachable and humble servant
- Ability to design creative communication pieces and work with the Communications department to produce the material

RESPONSIBILITIES:

- Oversee the evangelism, discipleship and ministry to high school students (female students specifically)
- Work with Serve team members to encourage, support and train (female Serve team members specifically)
- Partner in the planning and executing of the weekly programs, outreach events, camps and other ministry opportunities
- Help create strong communication with the students and parents in the ministry
- Assist in small group activities and events
- Implement a student leadership program in partnership with all student ministries
- Assist in developing and implementing a plan to reach out to area high schools
- Partner with middle school staff when needed
- Work closely with the Middle School ministry to provide a smooth transition into the High School ministry
- Work closely with the Young Adult ministry to provide a smooth transition out of High School into the life of Mission Hills
- Meet regularly with Student Pastor for ongoing development and coaching

Employee Signature

Date

Supervisor Signature

Date