

ASSISTANT YOUTH DIRECTOR

Principal Function

The Assistant Youth Director is a ministry position under the supervision of the Youth Director. She will assist the Youth Director in the overall ministry to the teens group (6th-12th grade), but with special emphasis on the middle school and senior high girls in the church. The Assistant Youth Director also consults with other church staff members concerning activities, policies and procedures that relate to their areas of responsibility. In essence, this position requires interfacing with five groups in the church: youth, youth staff, volunteer leaders (counselors), parents, and church leadership.

Job Description

1. Planning, implementing, training others and evaluating for the discipleship needs of the female members of the middle school and senior high school programs.
2. Leading small groups for female youths.
3. Assists Youth Director with the overall youth program, including Friday Night Fellowship, Youth Worship, retreats, and other areas, as assigned by the Youth Director.
4. Coordinate logistical elements of the Friday night youth program.
5. Keep updated on youth ministry, including updating website and social media and other forms of multimedia.
6. Works with and trains other youth counselors and assistant lay leaders in particular areas of expertise.
7. Teaches Youth Sunday school classes regularly, at least every other quarter.
8. Provides counseling to parents and teens as requested.
9. Assists youth director in providing discipleship to teens who may have challenges in their faith.
10. Maintains regular contact with parents through meetings and visitations.
11. Participates in church functions such as worship, Sunday school, fellowship, cell group, prayer meetings, outreach events, etc.
12. Participates in the youth counselors' cell group once per month.

13. Conducts weekly youth and family visits as assigned by the supervisor.
14. Meets regularly with supervisor.
15. Attends the Board of Deacons meetings.
16. Attends Youth and other departmental meetings as assigned by supervisor.
17. Prays regularly for the teens, their parents, other youth ministry coworkers and the overall youth ministry.
18. Performs other duties as requested by the supervisor.

Qualifications

1. A mature female with at least one year of youth ministry experience.
2. A passion and calling for working in student ministry, specifically student ministry in a predominantly Chinese church.
3. Discipleship/mentorship capabilities, ability to relate to and mentor teenage females.
4. Has a working knowledge of social media and current technologies involving teenagers. Graphic and web design ability a plus.
5. Humble servant attitude. Team player – Ability to collaborate with youth director, youth counselors, parents, and other staff to accomplish tasks for the youth ministry; teachable and willing to submit to the supervision and guidance of the supervisor.
6. Above reproach in Christian life and conduct.
7. Has strong administrative and organizational skills, is able to multitask.
8. Effective writing and communication skills.
9. Musical talent is not required but preferable. Experience on worship team in contemporary church a plus.
10. College degree from an accredited university; Bible college or seminary degree a plus.
11. Is in agreement with all the tenets of the CBCM statement of faith.