



POSITION DESCRIPTION

Position: Student Ministries Assistant
Responsible to: Youth and Children’s Pastors
Hours: 22 hours per week

Monday	9:00 am - 12:00 pm, 1:00 pm - 4:00 pm
Tuesday	9:00 am - 12:00 pm, 1:00 pm - 4:00 pm
Wednesday	9:00 am - 1:00 pm
Thursday	9:00 am - 12:00 pm, 1:00 pm - 4:00 pm

Compensation: Hourly Wage, no benefits

POSITION IN CONTEXT

The Student Ministries Assistant works closely with the Youth and Children’s Pastor of the church and is accountable to them. The position works in unity with all ministries and departments, particularly any relating to all Student Ministries.

PRIMARY PURPOSE

The roles primary responsibility is to support the Student Ministries departments by assisting both the Youth and Children’s Pastor in the strategy, administrative and operational needs of both programs.

KEY RESPONSIBILITIES

The Student Ministries Assistant will undertake the following key responsibilities within the church which includes, but is not limited, to the following:

ALL STUDENT MINISTRIES

- Sending follow-up emails and postcards to parents and students when a student has given their life to Christ
- Sending birthday cards to students
- Sending follow up emails to first time guests
- Creating and sending a monthly newsletter to parents
- Managing student and parent database
- Collecting and scheduling important school activities and sporting events for students so that Student Ministries Pastors can attend
- Assist with social media
- Assist with merchandise orders, to include t-shirt pressing

- Must be able to use Planning Center as well as other administrative programs for scheduling and adding new volunteers.
- Responsible for answering emails and phone calls as needed
- Assist in the preparation of special projects and events (Graduate Sunday, Christmas Party, Rockin' Around The Christmas Tree, Eggstravaganza, Harvestfest, etc.)

CHILDREN'S MINISTRIES SPECIFIC RESPONSIBILITIES

- Assist in preparing supplies for teachers and volunteers according to lesson needs, including printing curriculum and disbursing to appropriate classrooms in Lil' and Jr. Treehouse
- Assist in setting up crafts and supplies in preparation for Sunday morning in Lil' and Jr. Treehouse.

HIGH SCHOOL AND JR. HIGH SCHOOL SPECIFIC RESPONSIBILITIES

- Responsible for keeping registration lists for all youth ministry programs and events and assisting in communicating details to event registrants.
- Responsible for assisting the Youth Pastor in securing contracts and negotiating fees for outside vendors such as bus lines, recreational activities, or food services.

OTHER

- Willingness to collaborate on church-wide projects with admins and pastors from other ministry areas in a spirit of cooperation
- Assist in answering incoming calls to LOC

Qualifications, Knowledge and Experience

- Strong computer skills
- Proven communication (written and verbal) skills
- Excellent organization skills
- Strong interpersonal skills and desire to serve and support others
- Experience with database software and processes (Planning Center)
- Experienced in Apple Mac computers

Selection Criteria

- Demonstrates a passion for working with young people
- Demonstrates skills and experience in working as a team
- Demonstrates excellent interpersonal skills
- Excellent verbal and written communication skills

Additional Requirements

- Must be in agreement with the doctrine and theology of Live Oak Church
- Exemplifies and communicates the Live Oak Church values and culture
- Must be a Covenant Partner of Live Oak Church
- Must be in agreement with and sign acknowledgement of the Employee Handbook, as well as a Confidentiality Agreement.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with Live Oak Church of God policies; be appropriately groomed and attired so as to present a professional image in accordance with the church's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the Youth and Children's Pastors of intended absences in accordance with church policies; demonstrate a polite, helpful and courteous manner when engaged in any activity with the church and community; operate and care for equipment to manufacture's specifications and/or within the specified parameters.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

Supplemental Information

- Live Oak Church of God reaffirms its commitment to equal employment opportunity (EEO) and non-discrimination for all employees in all job classifications and for prospective employees without regard to race, color, sex, age, veteran's status, physical or mental disability, national origin, or any other characteristic protected by applicable federal or state law. Live Oak Church of God's equal employment policy covers all areas of employee relations and, in particular, requires nondiscriminatory actions and decisions concerning recruitment, hiring, placement, promotions, compensation, benefits, transfers, layoffs, recall, training, education, tuition assistance, and social and recreational program.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk, lift boxes and supplies. Specific vision abilities required by this job include close vision and the ability to adjust focus. Works inside in an office environment.
- As a part of the Christian community, it is imperative the employee understand he/she is viewed as an example of the Christian virtues and must not violate these virtues through their behavior, attitudes, actions or speech. This position is a representative of Live Oak Church of God at all times, whether in the office or outside of the office.

Employment At-Will

All employees of Live Oak Church of God are at-will, and as such, are free to resign any time without reason. The Live Oak Church of God, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.