Solana Beach Presbyterian Church

**Position Description**

**Assistant Director of Middle School Ministry**

| PURPOSE: | To teach students, lead volunteers, and coordinate the ministries to middle school students at Solana Beach Presbyterian Church through the Student Ministries department in support of departmental goals and objectives. |
| --- | --- |
| **CLASSIFICATION:** | Full Time, Exempt - 40 hours per week |
| **ACCOUNTABILITY:** | Reports to the Associate Pastor of Student Ministries for supervision, mentoring and approval of non-routine activities. |
|  |  |
| **QUALIFICATIONS NEEDED:** | * Bachelor’s degree * Ability to teach and preach in age-appropriate ways to middle school students * Public speaking to groups of all sizes * Strong understanding of youth culture * High understanding and track record of maintaining healthy boundaries when working with students * Personal spiritual practices * Ability to collaboratively plan and execute youth programs * Proficient in navigating emerging social media platforms including but not limited to Facebook, Instagram, Snapchat, TikTok, et al. * Must be able to work collaboratively with staff and lay leadership to achieve goals through changing times and when resources are limited. Patience, flexibility, tact, and diplomacy are necessary. |
| **PREFERRED QUALIFICATIONS:** | * At least one year applicable experience in a similar role in a Christian church or non-profit environment. * Experience working in PC(USA) church or ministry. |
| **COMPETENCIES REQUIRED:** | RELATIONSHIP BUILDING– highly values deep and wide connections with people in the ministry and church and is able to assist others in fostering community and connection.  PERSONAL SPIRITUAL DISCIPLINE– is consistent in personal discipleship habits and attitudes  ORAL COMMUNICATION – conveys ideas clearly to others; projects credibility, poise, and confidence, even under difficult or adversarial conditions.  WRITTEN COMMUNICATION - expresses ideas and opinions clearly in properly structured, well-organized, and grammatically correct reports and documents.  FLEXIBILITY & AGILITY – adjusts behavior to new information or changing circumstances; remains open to new ways of doing things and experiments with new methods.  PARTNERING Ability to work collaboratively in a team setting with staff, outside agencies, other pastors, and lay leaders.  BUILDING TRUST & PERSONAL ACCOUNTABILITY – keeps promises and honors commitments; accepts responsibility for actions; honest and truthful when communicating information; assumes responsibility for dealing with problems, crises, or issues.  CRITICAL & ANALYTICAL THINKING – breaks down information and its implications, and draws conclusions based on the analyses.  CREATIVE THINKING – reexamines traditional strategies and practices, and proactively looks for new ideas and ways to improve services and work processes.  ORGANIZATIONAL DESIGN – optimizes resources and work processes; enhances efficiency and drives results by appropriately grouping responsibilities.  FUN– Values the role of play and fun in discipleship and ministry. |
| **PRIMARY DUTIES AND RESPONSIBILITIES:** | **Essential Functions**   1. Maintain a high level of personal accountability including personal spiritual practices and a life consistent with being a disciple of Christ. 2. Plan and execute middle school ministry programming including; mid-week programming, Sunday morning programs, small groups, mentoring, camps, mission trips, and special events. 3. Support and encourage middle school ministry volunteers in their ministries to students. 4. Develop and maintain healthy relationships with students and parents involved in the ministry. 5. Engage with the adult congregation to help integrate students into the life of the church and adults into the lives of students. 6. Reach out to local middle schools to invite local students into the church 7. Collaborate and assist the student ministries team with planning and implementing special projects. 8. Attend and facilitate trainings and meetings as assigned, including all staff meetings 9. Other related duties as assigned by the Associate Pastor of Student Ministries |
| **Physical Demands:** | See next page. |

Analysis of Physical Demands for Assistant Director of Middle School Ministry

Key (Based on typical weeks):

N = Never F = Frequent (34% - 66% of time)

R = Rarely (less than 1 hour per week) C = Constant (over 66% of time)

O = Occasional (1% - 33%of time)

| Activity | Frequency | | | | | NOTES: |
| --- | --- | --- | --- | --- | --- | --- |
|  | N | R | O | F | C |
| Lifting / Carrying | | | | | |
| Under 10 lbs |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |
| 11-20 lbs |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |
| 21-50lbs |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |
| 51-100lbs | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |  |  |
| Over 100 lbs | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |  |  |
| Pushing / Pulling | | | | | |
| Under 10 lbs |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |
| 11-20 lbs |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |
| 21-50lbs |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |
| 51-100lbs |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |  |
| Over 100 lbs | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |  |  |
| Driving | | | | | |
| Automatic |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |  |
| Standard Trans | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |  |  |
| Twisting / Turning | | | | | |
| Reach over shoulder |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |
| Reach over head |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |
| Reach outward |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |
| Climb |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |
| Crawl |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |
| Kneel |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |
| Squat |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |
| Sit |  |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |
| Walk - normal surfaces |  |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |
| Walk - uneven surfaces |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |
| Walk - slippery surfaces |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |
| Stand |  |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |
| Bend |  |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |
| Other | | | | | |
| Keyboard /Ten Key |  |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |
| Fingering (fine dexterity) |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |
| Handling (grasping, holding) |  |  |  |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |
| Repetitive Motion - Hands |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |  |
| Repetitive Motion - Feet |  | C:\Users\merryman\AppData\Local\Microsoft\Windows\INetCache\IE\NVBLMMMY\2714[1].png |  |  |  |