

**Solana Beach Presbyterian Church**  
**Position Description**  
**Assistant Director of Middle School Ministry**

<b>PURPOSE:</b>	To primarily 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. Secondly to assist in coordinating ministry to college and young adults in church body.
<b>CLASSIFICATION:</b>	Full Time, Exempt - 40 hours per week
<b>ACCOUNTABILITY:</b>	Reports to the Associate Pastor of Student Ministries for supervision, mentoring and approval of non-routine activities.
<b>QUALIFICATIONS NEEDED:</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree</li> <li>● Ability to teach and preach in age-appropriate ways to middle school students</li> <li>● Public speaking to groups of all sizes</li> <li>● Strong understanding of youth culture</li> <li>● High understanding and track record of maintaining healthy boundaries when working with students</li> <li>● Personal spiritual practices</li> <li>● Ability to collaboratively plan and execute youth and young adult programs</li> <li>● Proficient in navigating emerging social media platforms including but not limited to Facebook, Instagram, Snapchat, TikTok, et al.</li> <li>● 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.</li> </ul>
<b>PREFERRED QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>● At least one year applicable experience in a similar role in a Christian church or non-profit environment.</li> <li>● Experience working in PC(USA) church or ministry.</li> </ul>
<b>PRIMARY DUTIES AND RESPONSIBILITIES:</b>	<p><b><u>Essential Functions</u></b></p> <ol style="list-style-type: none"> <li>1. Maintain a high level of personal accountability including personal spiritual practices and a life consistent with being a disciple of Christ.</li> <li>2. Plan and execute middle school ministry programming including; mid-week programming, Sunday morning programs, small groups, mentoring, camps, mission trips, and special events.</li> <li>3. Support and encourage middle school ministry volunteers in their ministries to students.</li> <li>4. Develop and maintain healthy relationships with students and parents involved in the ministry.</li> <li>5. Engage with the adult congregation to help integrate students into the life of the church and adults into the lives of students.</li> <li>6. Reach out to local middle schools to invite local students into the church</li> <li>7. Collaborate and assist the student ministries team with planning and implementing college and young adult programs</li> <li>8. Attend and facilitate trainings and meetings as assigned, including all staff meetings</li> <li>9. Other related duties as assigned by the Associate Pastor of Student Ministries</li> </ol>
<b>Physical Demands:</b>	See next page.

## Analysis of Physical Demands for Assistant Director of Middle School Ministry

### Key (Based on typical weeks):

N = Never

R = Rarely (less than 1 hour per week)

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

F = Frequent (34% - 66% of time)

C = Constant (over 66% of time)

Activity	Frequency					NOTES:
	N	R	O	F	C	
Lifting / Carrying						
Under 10 lbs				✓		
11-20 lbs				✓		
21-50lbs			✓			
51-100lbs	✓					
Over 100 lbs	✓					
Pushing / Pulling						
Under 10 lbs				✓		
11-20 lbs				✓		
21-50lbs			✓			
51-100lbs		✓				
Over 100 lbs	✓					
Driving						
Automatic		✓				
Standard Trans	✓					
Twisting / Turning						
Reach over shoulder				✓		
Reach over head				✓		
Reach outward				✓		
Climb			✓			
Crawl			✓			
Kneel			✓			
Squat			✓			
Sit					✓	
Walk - normal surfaces					✓	
Walk - uneven surfaces				✓		
Walk - slippery surfaces				✓		
Stand					✓	
Bend					✓	
Other						
Keyboard /Ten Key					✓	
Fingering (fine dexterity)			✓			
Handling (grasping, holding)					✓	
Repetitive Motion - Hands		✓				
Repetitive Motion - Feet		✓				