



## **Student Ministries Assistant**

### **JOB DESCRIPTION**

The person in this position should be a committed Christian Disciple who possesses strong interpersonal, administrative, and organizational skills. Under the direct supervision of the Pastor of Student Ministries, this position assists the Pastor in coordinating all Student Ministry. This position also requires a person who holds a strong interest in the overall well-being and spiritual growth of students and children and is willing to serve and work with others, especially volunteers, in a team ministry setting.

### **Essential Functions**

1. Assists in the coordinating of all structured weekly Student Ministry activities.
2. Maintains rosters for Sunday school classes and all other structured Student Ministry programming.
3. Keeps the CUMC website up to date with all Student Ministry information.
4. Works with the Communications department to publicize Student Ministry events and produce flyers, posters, and other Student Ministry information for parents and other members of the congregation.
5. Assists with the organization, stocking, and maintenance of Student Min supply areas.
6. Assists with organizing and attending special events or programs in the Student Ministry.
7. Assists in planning and leading training for all Student Ministry volunteers.
8. Maintains Student Ministry Kiosk Desk and is present at the Kiosk for greeting on Sunday mornings. Kiosk needs for Wednesday evenings, and special Student Ministry event needs will be planned via programming and calendaring.

### **Competencies**

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|---------------------------------------|------------------------------|
| 1. Technical                          | 4. Collaboration Skills      |
| 2. Personal Effectiveness/Credibility | 5. Communication Proficiency |
| 3. Thoroughness                       | 6. Flexibility               |

### **Position Type and Expected Hours of Work**

This is a part-time position. Days and hours of work are will be worked out and agreed upon with the Pastor of Student Ministries.

### **Preferred Education and Experience**

1. Bachelor's degree preferred
2. Two or more years of experience in a similar or related field

Send resume and cover letter to Rev. Cathy Larsen, [clarsen@colliervilleumc.org](mailto:clarsen@colliervilleumc.org).