

Assistant Director – High School Girls

The Chapel – Akron Campus

Reports to: High School Pastor/Director

Works with: High School Ministry Team & Family Ministry Team

Direct Reports: None

Status: Part-Time, Non-Exempt (Approximately 25 hours/week)

Scope

The Assistant Director – High School Girls will help carry out the values of the Family Ministry. She will oversee the health and growth of female discipleship in the High School Ministry, seeing students *Believing in Jesus, Belonging to Family, Becoming a Disciple*, and *Building His Kingdom*. She will also implement systems and processes that help all students connect to a discipleship relationship, the High School Ministry and the church as a whole.

Discipleship (30%)

- Lead female students in deepening their faith through discipleship.
- Help lead a small group.
- Engage in one-on-one discipleship with female students.
- Has an active practice in 1 targeted local school for the purpose of engagement with our city and encouragement of our female students.
- Assist with teaching and creating bible studies.

Leadership Development (25%)

- Train and equip volunteer leaders and student-led ministries.
- Mobilize students to exercise their gifts and talents in ministry.
- Coach female volunteer leaders in intentional discipleship relationships.

Administration (25%)

- Responsible for tracking attendance and implementing connection systems & processes.
- Responsible for helping execute weekly programs/events.

Parent Engagement (10%)

She encourages, prays, and works alongside parents to participate in the spiritual formation of their child. She will also work to create avenues of communication that keep parents aware of what's happening in the ministry and is engaged with and relationally available to parents.

Family Ministry Development (5%)

She helps develop and promote the family ministry as a whole through active involvement in the Family Ministry Team meeting, individual meetings with the High School Director, Family Pastor, and cross-departmental initiatives.

General Church Staff Involvement (5%)

As a staff member of The Chapel, she will participate in campus and all staff monthly meetings as well as Christmas, Easter, other special events and assigned responsibilities.

Qualifications

- Agree with The Chapel's Doctrinal Statement and Core Distinctives
- Commit to exhibit a lifestyle that is consistent with the same.
- Must have a dynamic personal relationship with Jesus.
- Enthusiastic about prayer and discipleship.
- Passionate about high school ministry, parents, and adult volunteers.
- Strong relational skills.
- Must be able to demonstrate confidence and humility.
- Must have a high level of integrity, confidentiality, and dependability.
- Must be a self-starter, team player, and constant innovator.
- Comfortable with managing multiple projects and flexibility to adapt to a continually evolving environment.
- Excellent verbal and written communication. Able to respond timely to messages.
- Effective time management.
- An active member of The Chapel or willing/able to become a member.
- Preferred formal bible/theological training and 1-3 years of youth ministry experience.