

Associate Director of High School Boys

Reports To: Pastor/Director of Youth Ministry



FPC HOUSTON

Position Summary

To be intentional in the discipleship of high school students at First Presbyterian Church and greater community, with a primary focus on male students.

Core Responsibilities

- Significant time will be spent doing relational ministry with our high school students
- Significant time will be spent preparing to teach the Bible through various teaching venues (regular programming, trips, retreats, etc.)
- Significant time will be spent planning retreats, trips, local service projects, and social events throughout the year
- Meet with parents and volunteers
- Counsel and give guidance to students, parents, and volunteers
- Willingness to crossover with middle school and young adults when appropriate
- Encourage and lead students to participate in worship and other FPC events
- Work as a part of the Youth Staff team on various combined events and programs

Qualifications

Education:

- Bachelor's degree in a related field or equivalent experience

Experience:

- Must have a basic concept and knowledge of the principles and beliefs of the church and agree with them
- Experience in a church environment, specific to youth ministry
- Must have excellent interpersonal skills
- Must have good organizational skills and be able to work on multiple projects at the same time
- Must have the ability to prioritize and be flexible
- Must have the ability to present oneself professionally
- Must have the ability to maintain confidentiality
- Experience in a church environment preferred

Computer Skills:

- Proficient personal computer skills including email, word processing, spreadsheets, graphics, etc.

Certificates/Licenses:

- N/A

Competencies

- Professional Maturity
- Responsibility
- Communication
- Flexibility
- Intelligence
- Energetic
- Organized
- Computer Savvy
- Sales Savvy
- Customer Service
- Job Knowledge/Technical Knowledge
- Interpersonal Communication
- Collaboration and Partnership
- Manages Change
- Problem Solving
- Attention to Detail
- Organization
- Integrity and Respect
- Judgment
- Teamwork
- Quality
- Accountability

Physical Demands

- Light physical activity performing non-strenuous daily activities of an administrative nature.
- Exerting up to 25 pounds of force occasionally to lift, carry, pull, or otherwise move objects.
- Manual dexterity sufficient to reach/handle items and work with the fingers.

Work Environment

- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- Moderate noise (examples: business office with computers and printers, light traffic).

Work Hours

- Office hours will be determined by the supervisor as schedules may vary week by week. Normal workdays are Sundays-Thursdays. However, occasional evenings and weekends may be required for small groups and trips.
- Minimal overnight travel (up to 10%) by land and/or air.

Employee Acknowledgement

My signature below acknowledges that I have received, read, and understand this job description and that I am expected to consistently demonstrate the primary job duties, additional responsibilities, and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the primary duties of my job, in accordance with the performance standards and expectations set forth by the company.

Employee Name (Printed)

Manager Signature

Employee Signature

Date

Date