

## *Job Description*

# **Middle School Director**



## **DETAILS**

Primary Department: Next Gen Ministries

Reports to: Student Ministries Pastor

Type: Regular; ¾ -time (30 hours/week); Salaried; Exempt

Schedule: Sunday - Thursday with occasional evening responsibilities

Salary Range: \$25-\$30 per hour. The exact salary will be determined after a review of the resume and relevant experience.

## **OVERVIEW**

The Middle School Ministry Director oversees the overall Middle School Ministry and equips volunteer leaders to disciple Middle School students at Grace. This role also assists with programming and logistics for student events and environments, and supports the Student Ministries Pastor as needed in the High School Ministry.

## **PRIMARY DUTIES & RESPONSIBILITIES**

- Primary champion for the Middle School ministry, youth group gatherings, and biblically relevant programming and discipleship.
- Secondary support for the High School ministry as directed by the Student Ministries pastor.
- Plan, organize, and empower age-appropriate and relevant games for youth groups
- Teach youth group lessons 2-4 times per month across MS & HS youth groups.
- Oversee that each student receives age-appropriate, gospel-centered instruction in how to follow Jesus. With the ability to teach the whole counsel of God's word.
- Support and lead events, camps, and retreats that are planned out and strategically executed to foster strong discipleship and growth in Christ, are thought out, developed, and implemented in a clear, safe manner.
- Working to equip staff and volunteers for student gatherings, events, camps and retreats.
- Ensure that each family finds a welcoming community and receives appropriate, timely communication and care.
- Build and foster a regular habit and culture of shepherding students and leaders.
- Relevant church database records are maintained.
- Regularly recruit, train, evaluate, and support ministry volunteers for the Student Ministry.
- Attend sporting events and other school activities as appropriate to maintain relationships with students in their environments.
- Maintain relationships with school personnel as appropriate.

- Other duties as assigned.

## **QUALIFICATIONS & REQUIREMENTS**

- Demonstrate excellent communication, interpersonal, and organizational skills.
- Maintain a high level of confidentiality.
- Possess the ability to work independently.
- Be a self-starter with good time and resource management skills.
- Possess strong administrative skills and keen attention to detail.
- Embrace the church's vision, direction, strategies, and approach to ministry and unreservedly hold to the church's statement of beliefs.
- Relate to the church family and to the general public in a manner that honors and represents Christ well.
- Be a theologically aligned member of Grace Community Church, or become a member within 6 months of employment
- Must possess the qualities of life and practice that demonstrate spiritual maturity.
- Strong leader with a solid work ethic and an ability to administrate as a leader of leaders.
- A working knowledge of Microsoft Office 365.
- A working knowledge of database systems is preferred.
- Strong communication, conflict resolution, and problem-solving skills.
- Ability to work well with a variety of people.
- Must be mature, able to make independent decisions, and work well under pressure with deadlines.
- Possess a current driver's license and have reliable transportation.
- Organized and capable of handling multiple tasks at once.
- High-energy, teachable, flexible, self-motivated, people-oriented, project-oriented.

## **EDUCATION AND/OR EXPERIENCE**

- A Bachelor's degree in a related field is preferred (or in process will be considered).
- 2 to 5 years of ministry experience preferred (can be substituted in some cases by a degree).

## **APPLY**

- Send Cover Letter and Resume to Jesse Peters: [jpeters@graceinauburn.com](mailto:jpeters@graceinauburn.com)

## **ACCOUNTABILITY**

Accountable to: Student Ministries Pastor  
Accountable with: NextGen Team