
Pittsford Community Church

421 Marsh Rd.
Pittsford, NY 14534
(585) 248-8260

Assistant Student Ministry Director

Job Description

OVERVIEW

The Assistant Student Ministry Director serves in a part-time capacity to assist the SMD with all areas of running and maintaining the Student Ministry of Pittsford Community Church. This includes Friday night Vertical Youth, Sunday morning Sunday School, Mission Trips, and other events. The Assistant SMD will also serve as part of the church staff, and be a part of Staff Meetings and various other whole-church functions.

Responsibilities and Duties

- Assisting SMD with running all aspects of the Student Ministry, including:
 - Friday Night Vertical Youth
 - Sunday Morning Sunday School
 - Events, Retreats, and Service Projects
 - Mission Trips (such as Flower City Work Camp)
- Assisting SMD with various administrative tasks, including:
 - Making Supply Runs
 - Managing Social Media Accounts
 - Sending Monthly Newsletter
- Be trained on all areas of Friday night Vertical Youth, including:
 - Soundboard
 - ProPresenter
 - Check-in Station
- Assisting with New Student On-Boarding procedures
- Event Planning for the program
 - The ASMD will be the primary person in charge of our monthly events (*changes by year*), Junior High and Senior High Retreats, seasonal activities, and Youth-Led Services
 - The ASMD will serve as the Church Representative for *Flower City Work Camp* on any year our church participates

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- Follow up with students who have not been present in the program
 - Preaching regularly during Friday night VY as needed
 - Be involved with the Denali Group (*student leadership team*), and engage in 1/1 mentoring
 - Serve as a Life Group Leader
 - Be a part of the Church Staff, and participate in Staff Meetings and other events
 - Maintain oversight of the Young Adult Ministry

Position Details

- Part-time, hourly position (20 hrs. / week)
- Building Access - will be given a church key as well as personal door access code
- Will report to Student Ministry Director
 - Can report directly to Senior Pastor for any HR-related concerns

Skills and Requirements

- Preferred: degree in ministry-related field
- Experience working in Student Ministry
- Mature Christian with a growing relationship with Christ
- Excellent verbal and written communication skills
- Highly administrative and organized