

JOB DESCRIPTION
Student Ministries Operations



Leadership: Administration
Classification: Part time (15 hours)
Reports to: Student Ministry Pastor
Effective Date: May, 2017

PURPOSE:

To provide strategic operations support to the Student Ministry Department

RIVERSIDE EXPECTATIONS AND COMPETENCIES:

- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude, and behavior
- Fully embraces the mission, vision and values of Riverside Church
- Be reliable, take initiative, and be self-motivated
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality
- Have a cooperative, healthy and motivating relationship with supervisors, co-workers and volunteers
- Dedication to top quality production and an interest in enhancing communication and overall office functions at Riverside Church

ESSENTIAL FUNCTIONS:

- Execute, improve, and provide oversight to the student ministry guest services team volunteers for Wednesday night and all events.
- Oversee new volunteer assimilation and integration in the area of operations and experience.
- Serve as representative of Student Ministry to all internal and external persons.
- Facilitate special events in the areas of GS, games, food and essential functions.
- Maintain financial accounts for the Wednesday night café and various projects.

EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:

- Working competency of Microsoft office, and basic computer skills.
- Ability to engage MS and HS students and parents in meaningful relationship.
- Effective communication skills: written, verbal and interpersonal
- Organizational skills, including scheduling, development, and implementation of administrative policies and procedures for SM team
- Spiritual gifts including encouragement, hospitality, and service/helps

RELATIONSHIPS:

- Works as part of Student Ministry Team, reports to the Student Ministry Pastor
- Receives support from peers on Student Ministry team.

Approved by _____ Date _____