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| ***Job Description*** |
| **Job Title:** | **Youth Small Groups MA** | **Department:** | **Oaks Youth** |
| **Reports To:** | Youth Director | **Effective Date:**  | 8/1/2024 |
| **Position Summary:** |
| At Oaks Youth, small groups are a big deal because life is better together. Life changing relationships are the second piston in the Youth GCE. The person in this role must understand and be passionate about faith-filled community. On Wednesdays, they will be responsible for making post-message “Circles” happen with excellence. On Sundays, they will be responsible for the small groups that take place in homes around Ellis County.  |
| **Job Responsibilities & Duties** |
| * Unapologetically recruit and develop small group leaders
* Plan and execute a small group leader gathering at the start of the semester
* Using GroupVitals, create and steward systems that allow us to keep track of who is attending SG
* Help create weekly bible-based content for our small groups
* Manage communication lanes with SG Core Leaders and Circle Leaders
* Create and manage a “small group care” plan that acts as a health dashboard for our groups
* Collaborate with the YTH connections MA to establish SG as the next step for FTG and Salvations
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| **Anticipated Time Commitment:** |
| * Maximum hours allowed
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| **Education and Experience** |
| * High school degree or GED
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| **Required Skills/Abilities** |
| * GROUPVITALS to track attendance
* FELLOWSHIPONE for pastoring our students and data storage
* ASANA for daily task management and interdepartmental communication
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| **General Expectations:** |
| * Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands On Deck” Events
* “Serve One and Attend One” at weekly Oaks Church Sunday services.
* Support the vision, values and ministry of Oaks Church through tithing, serving, etc.
* Proactive thinking and willing to learn and train others
* Model a Godly life for volunteers
* Be teachable with a humble and submissive attitude
* Maintain all information confidential (about staff, projects, property, members, etc.)
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| **FLSA Status: *(HR use only)*** |