|  |
| --- |
| ***Job Description*** |
| **Job Title:** | **Youth Services MA** | **Department:** | **Oaks Youth** |
| **Reports To:** | Youth Communications Coordinator | **Effective Date:**  | 8/1/2024 |
| **Position Summary:** |
| This position exists to facilitate life-changing experiences in services through equipping hosts, intentional promo, and creative service elements.  |
| **Job Responsibilities & Duties** |
| * Schedule and secure student hosts at least two weeks in advance
* Based on the confirmed promo schedule, write natural and fun scripts for hosts
* Communicate with hosts pre-service and post service with necessary elements, feedback, and affirmation
* Assist Comm. Coordinator with service walk-throughs
* Assist Comm. Coordinator with brainstorming and executing creative elements for weekly services as well as Special Events such as Camp Live, OBDC, Circle Night, etc...
* Assist with OYSL
* Coach, Pastor and Develop Volunteers in Small Groups, Jesus Clubs, The Dream Team.
 |
| **Anticipated Time Commitment:** |
| * Maximum hours allowed
 |
| **Education and Experience** |
| * High school degree or GED
 |
| **Required Skills/Abilities** |
| * FELLOWSHIPONE for pastoring our students and data.
* ASANA for daily task management and interdepartmental communication.
* TYPEFORM for data collection.
* PCO for volunteer scheduling.
 |
| **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.
 |

|  |
| --- |
| **FLSA Status: *(HR use only)*** |