|  |  |  |  |
| --- | --- | --- | --- |
| ***Job Description*** | | | |
| **Job Title:** | **Youth Services MA** | **Department:** | **Oaks Youth** |
| **Reports To:** | Youth Operations Coordinator | **Effective Date:** | 8/1/2023 |
| **Position Summary:** | | | |
| This position exists to facilitate life-changing experiences in services through equipping hosts, intentional promo, and creative 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)*** | | | |