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Description automatically generatedDream Team & Experience MA** | Operations

**Job Overview:**

“Dream Team and Experience” as a department has only existed for a week, so the DT&E MA will work with the Associate Director in developing this position and in reimagining the way that Dream Team and Experience exist inside of the Oaks in order to equip the saints for the work of the ministry.

**Responsibilities + Duties:**

* *Support the development of a healthy and sustainable Dream Team culture for Oaks Church.*
* *Provide oversight of systems for DT onboarding and development at Oaks Church*
* *Aid in the planning and execution of all Tier 1 – 3 Events at Oaks Church*
* *Lead and develop Dream Team Care and Experience Teams*

**Anticipated Time Commitment:**

* *11 to 14 hours in addition to Oaks College Programming*

**Required Skills/Abilities**

* *FELLOWSHIP ONE for pastoring DT and data*
* *ASANA for daily task management and interdepartmental communication*
* *PCO for volunteering scheduling and coordinating*
* *TYPEFORM for data collection*

**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.)

By signing below, I confirm that I understand the above job description and that I may be asked to perform tasks that are not specifically listed above. I also confirm that I have received a copy of my job description and had the opportunity to ask questions about my job description. I further confirm that I am able to perform all of the duties in my job description and understand that I will be held accountable for these tasks during the review/evaluation process.

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Employee Signature Date