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| ***Job Description*** | | | |
| **Job Title:** | **Youth Small Groups MA** | **Department:** | **Oaks Youth** |
| **Reports To:** | Youth Associate Director | **Effective Date:** | 8/1/2023 |
| **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 | | | |
| **Anticipated Time Commitment:** | | | |
| * Maximum hours allowed | | | |
| **Education and Experience** | | | |
| * High school degree or GED | | | |
| **Required Skills/Abilities** | | | |
| * GROUPVITALS to track attendance * FELLOWSHIPONE for pastoring our students and data storage * ASANA for daily task management and interdepartmental communication | | | |
| **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)*** | | | |