



# ASPEN GROVE

CHURCH NETWORK

JOB TITLE: **MIDDLE SCHOOL DIRECTOR**

EMPLOYEE NAME: \_\_\_\_\_

SUPERVISOR NAME: **ANNETTE JACKSON**

PRIMARY CAMPUS: **WOODRIDGE CHURCH**

HOURS PER WEEK: **40 HOURS**

## SUMMARY

The Middle School Director will ignite a transformative Middle School ministry. This role champions the recruitment, training, and development of passionate volunteers while spearheading dynamic Wednesday night programming and life-changing special events. Through visionary leadership and strategic collaboration with ministry teams, our Middle School Ministry fosters deep spiritual growth, seamless transitions for students, and engaging, high-impact experiences. Rooted in pastoral care and community engagement, this position shapes our Middle School students with purpose, connection, and unwavering faith.

## WOODRIDGE STAFF CULTURE

- We are **Humble** - we are humble because Jesus is humble.
- We are **United** - we are better together when we are in it together.
- We are **Responsive** - we respond to God's prompting and leading.
- We are **Developers** - we cultivate potential and develop leaders.

## MAIN AREAS OF RESPONSIBILITY

- Responsible for the Recruitment, Training & Development of all Middle School Volunteers
- Responsible for all aspects of Middle School Wednesday night programming
- Primary teacher for Middle School Wednesday programming (speaking at least 75% of the time)
- Responsible for all aspects of Middle School Summer Special Events
- Responsible for all aspects of Middle School Fall Retreat

## TEAM COLLABORATION

- Determine & implement strategic plan for Sunday Student Ministry Programming in collaboration with High School Director
- Determine & implement strategic plan for 5th graders transitioning to middle school in collaboration with Elementary Director
- Provide strategic vision & leadership to Middle School special events in collaboration with Family Ministry Team
- Provide support to Summer Associates Program under the direction of the Family Ministry Pastor
- Provide accurate & timely communication for Middle School Families in collaboration with Family Ministry Team
- Participate in the set up and tear down of Wednesday night programming

## ADDITIONAL RESPONSIBILITIES

- Student Contact Hours
- Provide Pastoral presence in the community (presence at schools, games, student events)
- Provide Pastoral care for Woodridge families
- Serve at Thursday morning Moms in Step Childcare
- Provide consistent leadership presence at Saturday Night services
- Familiarize yourself with and regularly utilize CCB
- Manage all Middle School budgeted funds with fiscal responsibility
- Staff Meetings; Aspen Grove, Woodridge, Family Ministry, One on One
- Participate in Woodridge church wide events; SuperHero Camp, VBS, Baptisms, Dinners, Thanksgiving Eve Service, Easter, Christmas, Annual Meeting, Funerals.
- Other tasks and initiatives as assigned by Family Ministry Pastor