



Title: Student Ministry Assistant	Prep/Revised Date: August 2025
Reports To: Student Ministry Director	Direct Reports: N/A
FLSA /Hours: Non-Exempt/ 20 hours	Campus: Windsor

Summary

The Student Ministry Assistant is responsible for assisting the Student Ministry Director in investing in a volunteer team and facilitating Middle School and High School ministry at Timberline Windsor Church. This person needs to be teachable, a team player, passionate about students, and works well with the Windsor Campus Team, and the Timberline Fort Collins Student Ministries Team.

Duties & Responsibilities

- Assist in recruiting and investing in a student ministries volunteer team.
- Assist in facilitating two age-specific ministries/services (Middle School & High School) through scheduling, lesson preparation, maintaining inventory of supplies, and weekly communication with TSM volunteers and parents.
- Work alongside Timberline Fort Collins Student Ministries to facilitate camps, retreats, events, and leader development.
- Assist the Student Ministries Director and Timberline Windsor staff on campus initiatives, general ministry efforts, and events.
- Meet regularly with the Student Ministries Director to plan for future events, write and choose curriculum, and address any tasks or issues.
- Plan bible studies, series teachings, and gathering opportunities (separate from large group meeting times).
- Monthly leadership meetings with Timberline Fort Collins Student Ministries staff and volunteer leaders.
- Attend weekly Timberline Fort Collins Student Ministries staff meetings.

Skills/Qualifications

- Comfortable/Proficient in Microsoft Office applications.
- Must have basic mathematical skills, knowledge of bookkeeping, basic budget and expense monitoring.
- Must have interpersonal skills, ability to work with people, communicate clearly and effectively on the telephone, e-mail, and in person, demonstrating tact and diplomacy.
- Demonstrated ability to be teachable and independent.
- Attend Timberline Windsor weekend services.
- Attend weekly Windsor Campus staff meeting.
- Follower of Jesus Christ.

Education and/or Experience

- High school diploma or GED.
- One year of relevant experience is preferred.
- Experience serving in student ministry.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.



- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Part-Time.

Hours: 20 hours per week. Days/Hours will be determined by your supervisor.

Compensation: Non-exempt. \$15.00 per hour.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)