



Title: Student Ministries Assistant	Prep/Revised Date: December 2024
Reports To: Student Ministries Pastor	Direct Reports: N/A
FLSA /Hours: Non-Exempt / 40 Hours	Campus: Fort Collins

Summary

The Student Ministries Assistant is dedicated to pursuing students and adult leaders who have an interest in becoming involved in student ministry. They are committed to the timely completion of tasks that will ensure the support and success of student discipleship and the overall student ministry. The Student Ministries Assistant collaborates on the recruitment, training, coaching, and encouragement of leaders as well as creating a system for student discipleship and the ongoing care of students.

Duties & Responsibilities

- Guide students into developing transforming relationships with Jesus, their adult leaders, and peers.
- Recruit, train, coach, and encourage the TSM leader team.
- Serve on TSM middle school and high school teaching/speaking and small group writing teams.
- Focus on leader coaching and student discipleship during the weekly middle and high school meetings.
- Plan and execute ways to help leaders spend time with students offsite of the church campus.
- Plan and execute a student discipleship coaching and resource plan for all TSM teams.
- Develop content for the student ministry social media platforms.
- Be a presence in the community, particularly at school events and student-oriented activities.
- Participate in training, including gaining familiarity with resources and referrals, in preparation for a TSM ongoing care for leaders, families, and students.
- Attend, support, and help lead monthly dinners, semester celebration events, and the yearly leader retreat.
- Lead, plan, and serve at student events, mission trips, projects and camps focused on discipleship.
- Work with pastors and directors to lead TSM student outreach, discipleship, and volunteer leader teams.
- Work with the department administrative assistant to coordinate calendar, budget, marketing and events.
- Coordinate weekly programming details for middle and high school services.

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.
- Must be able to work a flexible schedule including evenings and weekends.

Education and/or Experience

- At least one year of experience serving in student or church ministry.
- College degree preferred.

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.

View information below to locate job application link & continued position details.

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: Full-Time.

Hours: 40 hours per week. Monday – Thursday; some evenings and weekends will be expected for weekly gatherings and student activities.

Compensation: Non-exempt. \$16.00 – 19.00 per hour; based on relevant experience.

Benefits Include:

- Insurance:
 - Employer paid medical, dental, vision, & life insurance.
 - Options for employees to add spouse and/or children for an out-of-pocket expense.
 - Monthly employer made contributions to Health Savings Account.
- Retirement 403(b):
 - Optional employee contribution plan via pre or post tax election.
- Leave:
 - Paid holidays.
 - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase annually.
 - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase annually.
 - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)