



Title: Student Ministry Assistant	Prep/Revised Date: 11/21/24
Reports To: Student Ministry Director	Direct Reports: N/A
FLSA /Hours: 20	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 student ministry at Timberline Windsor Church. This person would need to be a teachable team player, be passionate about students, and work well with the Windsor Campus team and the Timberline Fort Collins student ministries team.

Duties & Responsibilities (in summary, not exhaustive)

- Assist in recruiting and investing in a student ministries volunteer team
- Assist in facilitating 2 age-specific ministries/services (middle school and 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)

Mentoring and Training

- Attend weekly Windsor Campus Staff Meeting
- 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.

Education and/or Experience

- High school diploma or GED
- One year of relevant experience is preferred.

Conditions of Employment/Physical Demands

- Follower of Jesus Christ
- Experience in serving in student ministry
- Demonstrated ability to be teachable and independent
- Attend Timberline Windsor weekend services
- 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.

[CLICK HERE TO APPLY](#)