

## **Associate Director of Middle School**

### **CPC Vision**

To boldly extend the invitation Jesus makes to us, to everyone.

### **Overview**

The Associate Director of Middle School will provide spiritual leadership and organizational management to 6<sup>th</sup>-8<sup>th</sup> grade middle school programming at CPC. This person will be successful when the middle school program is gospel-focused and growing in authentic ways, the individual is building and fostering relationships with middle schoolers and their families, and student and adult leaders are actively engaged in serving within middle school ministry. This position is part of the Student Ministries team and reports to the Director of Student Ministries.

### **PRIMARY RESPONSIBILITIES**

- Plan, coordinate, and implement all aspects of middle school programming (average 75-100 students)
  - Create program lineups and their elements (games, videos, stories, skits, etc.)
  - Teach/speak regularly
  - Develop and utilize weekly small group curriculum
  - Recruit adult leaders to serve in middle school ministry
  - Develop and train a team of student and adult leaders and create a cohesive environment for them to work together
  - Oversee summer camp planning for Rockslide
  - Provide opportunities beyond Wednesday nights for students to engage in community and grow in their faith (for example: Sunday Bible studies, middle school hangouts, etc.)
  - Create engaging environments
- Collaborate with other staff as students transition through programs in order to build cohesive programming and relationships
- Develop relationships with a broad number of students (6<sup>th</sup>-8<sup>th</sup> grade specifically), families, and leaders through Wednesday night programs and Sunday services, intentional one-on-ones, and outside relational contact work (for example: attending games and concerts, getting coffee, etc.)
- Brainstorm with the Student Ministries team to recruit, equip, and empower leaders
- Maintain and be accountable to the budget for all 6<sup>th</sup>-8<sup>th</sup> grade programming
- Participate and engage with the ParentLink team on a regular basis
- Equip and empower college interns to have tangible youth ministry leadership experience within your program area
- Work with the Student Ministries team on other programs, camps, and events as needed

### **OTHER DUTIES**

- Meet regularly with the Director of Student Ministries for development, encouragement, feedback, and accountability
- Actively participate in and attend weekly Student Ministries team meetings
- Attend CPC staff meetings and other staff events/retreats as determined by supervisor



- Participate in various CPC programs, including weekend services, special services for holidays, and other church-wide events
- Other duties as assigned

### **MINIMUM REQUIREMENTS**

- Actively pursuing a relationship with Jesus Christ
- Commitment to make CPC your home church and faith community
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life
- Ability to engage students in authentic, relational ways
- Experience working with, teaching, and leading students
- Proven track record of recruiting, training, and sustaining a volunteer leadership team
- Understanding of how to maturely and appropriately engage parents and volunteers
- Proactive communicator, collaborative spirit, and team player
- Organizational, detail-oriented, and multi-tasking skills
- Self-starter with a strong work ethic
- Working knowledge of Microsoft Office (Outlook, Excel, Word)
- 3-5 years ministry experience relevant to the role

### **PREFERRED REQUIREMENTS**

- BA/BS degree relevant to ministry work
- Experience using and developing curriculum
- Working knowledge of Microsoft Office (Outlook, Excel, Word)

### **PHYSICAL REQUIREMENTS**

- Ability to sit, walk, and/or stand for extended times.
- Ability to occasionally lift, carry, and/or move 10-25 pounds.
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity.

**POSITION REPORTING:** Associate Director of Middle School reports to the Director of Student Ministries.

**HOURS:** This is a full-time (40 hours/week), year-round, salaried and exempt position. The work week is Sunday-Thursday, with Wednesday night programming during the academic year.

**TRAVEL:** This position requires travel to retreats and camps both assigned to and as needed depending on the season.

*This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.*

**APPLICATION DETAILS:** For further information, or to submit a resume and cover letter, please email: [employment@cpcedina.org](mailto:employment@cpcedina.org).