

CEDARCREEKCHURCH

Position: Assistant Director of Students

Department: CedarCreek Students

Reports to: Director of Students

Campus

Average Hours Per Week: Campus Specific

Hourly

Position Summary:

The Assistant Director of Students is a campus' primary steward of our CedarCreek Students mission to introduce students to Jesus and the life-changing adventure with Him.

Position Responsibilities

- Central Support Events/Camp/Retreats – Assist with programming, promotion, resourcing and execution of Central Support Events/Camps/Retreats
- Curriculum – Assist in developing and/or acquisition of relevant, developmentally appropriate, Gospel-based curriculum that is easily executable at a Campus level.
- Training – Provide materials and assistance in training Student Ministries Staff & DreamTeam on a Campus level.
- Recruiting – Recruiting key DreamTeam and future interns.
- Recruiting and leading students in a student leadership track.
- Responsible for leading and organizing Student Groups per the ministry calendar.
- Availability to assist other staff members on the campus team with upcoming events or projects.
- Parent Contact – Developing and maintaining a parent database, establishing and executing a system for regular parent contact.
- Marketing and Promotion – Proactively utilizing all available resources and channels to promote Student Ministry events, initiatives and life change stories.
- Intentional Mentoring & Development – Identify and recruit key leaders, providing them with training & leadership opportunities, helping them to advance through the spiritual journey.

Position Requirements:

- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and in an adult LifeGroup
- Commit to attend Weekly campus Staff meetings on Wednesday mornings.
- Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
- Commit to the CedarCreek Church Staff 10 Commandments
- Representing the Management Team of CedarCreek Church to the staff, DreamTeam, guests and community
- Weekly commute to the Perrysburg campus for Central Meetings
- Weekly commute to the campus office for Wednesday morning staff meetings
- Any additional requirements set by the Direct Report and/or Elders

Measurements:

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The Assistant Director of Students will be evaluated by the following quantifiable measurements:

- Weekly attendance for Student Nights/Groups/events
- Student Ministries camp and retreat attendance from their campus
- Number and quality of Student DreamTeam
- Stewardship of Student Ministries budget and resources

Accountabilities:

In addition to the quantifiable measurements, the Director of Students will also be held accountable for the following:

- Ensuring the safety of all guests and DreamTeam during ministry activities, setting and maintaining healthy standards of conduct.
- Ensuring that Church, Campus, and Ministry values are upheld personally, as well as within Student Ministries activities, and among DreamTeam.
- Maintaining good fiscal responsibility, stewarding resources with excellence.
- Maintaining unity with Central Support and Campus staff within Student Ministries and across all Campuses
- Maintaining a positive mental attitude regarding the Church and its leaders, Student Ministries, and in the presence of guests, staff and DreamTeam at all times.

ADA List for Physical Activities & Requirements, Visual Acuity, and Working Conditions of the Position:

- **Climbing.** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. **This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.**
- **Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. **This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.**
- **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- **Crouching.** Bending the body downward and forward by bending leg and spine.
- **Crawling.** Moving about on hands and knees or hands and feet.
- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing.** Particularly for sustained periods of time.
- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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- **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping.** Applying pressure to an object with the fingers and palm.
- **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

Physical requirements of this position.

Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The conditions the worker will be subject to in this position.

The worker is subject to both environmental conditions. Activities occur inside and outside

The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.

The worker is required to function in narrow aisles or passageways

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Disclaimer:

Nothing in this job description restricts the right of the Assistant Director of Students Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

_____ / ____ / ____
Campus Pastor Date

_____ / ____ / ____
Assistant Director of Students Date

_____ / ____ / ____
Executive Director of Campuses Date