



JOB DESCRIPTION

Position Title: Slingshot Ministry Assistant

Department: Student Ministries

Reports To: Middle School Director

Status: Part-time (20-25 hours per week)

Revised: 03/30/22

Primary Purpose:

The Slingshot Ministry Assistant will work together with the Middle School Director in preparation for Sunday services, planning and coordinating events, and other administrative tasks pertaining to middle school.

Responsibilities and Duties:

Assist the Middle School Director in administrative tasks.

- Recruiting, coordination, and development of volunteers.
- Planning and preparation for weekly services.
- Event planning and coordination.
- Manage student and parent engagement on social media.
- Connecting with and equipping parents to disciple their children.
- Attend and document all Slingshot related meetings.

Position Requirements:

- Growing daily in personal relationship with God.
- Enjoys engaging with middle school students.
- Possesses empathy, patience, and an ability to connect well with others.
- Ability to be a team player, while being able work independently on individual tasks.
- Willing to adapt to changing circumstances.
- Able to work with other Rockharbor team staff members to coordinate and execute projects.
- Ability to openly receive feedback and constructive criticism.
- Knows how to use Microsoft Office, Instagram, and Facebook.

Qualifications

- Education: High school diploma or equivalent.
- Experience: No experience required.

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle.
- Models standards and expectations of leaders within Rockharbor Church.
 - Abstain from tobacco and illegal substances.
 - Regular attendance at Rockharbor Church.