



Job Description for Youth Assistant

Our Mission - To become a Community of Christ-followers that love God and express His love to others (Mark 12:30-31)

Purpose of Youth Assistant: To assist the Youth Pastor in providing a ministry that develops youth who love God, love each other and make a difference in our community and world.

Scope

- Part-Time // Hourly (approximately 15-20 hours per week)
- Primary accountability to Youth Pastor

Commitment

- Strive to walk in personal relationship with Christ and exhibit a godly life
- Be a servant leader - A team player with a positive attitude
- Be a member of NorthRidge, attend worship regularly and be personally involved in a Small Group
- Agree to abide by NorthRidge Staff Conduct Expectations
- Agree to teach according to the NRF Mission, Vision, Values and Statement of Faith
- Attend staff meetings and maintain regular hours as agreed upon with Youth Pastor

Responsibilities

- **General:**
 - Provide general administrative support for the Youth Pastor and volunteer team
 - Build into the lives of students and disciple them toward Jesus
 - Help recruit, train and maintain a base of volunteers
 - Coordinate hospitality for new families and follow up with disconnected students
- **Programs:**
 - Assist in leading Sunday morning Bible classes and Wednesday evening youth group
 - Provide resources and support to small group leaders
 - Assist in organizing and leading events, retreats and mission trips for students
 - Champion and support any NRF programming for students
- **Organizational Tasks:**
 - Facilitate ministry logistics including calendar, website, facilities and promotions
 - Oversee registration, attendance and database of students
 - Organize and maintain the youth room and youth supplies
 - Assist in creating and administrating Youth Ministries budget to maximize ministry impact
- **Communications:**
 - Facilitate regular communication to students and parents about programming, events and series content
 - Exemplify and cultivate an invitational culture within the youth group

Essential Characteristics

- Genuine love for students and ability to relate to families
- Strong administrative, organizational and communication skills
- Resourcefulness and initiative
- Collaborative attitude and relational savvy