



JOB DESCRIPTION

Job Title: Junior High Ministry (Riptide) Director
Classification: Full Time, Exempt
Department: Generations
Supervisor: Generations Pastor
Compensation: Variable, depending on experience

POSITION SUMMARY

Responsible for inviting Junior High School students to understand, own and live out a life-changing faith in Jesus through church services, programs, events, retreats, camps, serving and missions. Create and foster moments for Junior High School students to experience God in tangible ways and to raise up disciples of Christ who are connected to adult leaders and part of the larger church body.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Adult Leader Team
 - a. Recruit and lead a consistent adult leader team
 - b. Manage and schedule adult leaders for specific roles both weekly and monthly.
 - c. Train adult leaders to run specific serving areas. (Life group leaders, Skybox Tech Booth, Worship Team, Greeting Team, Teaching Team, Hosting Team)
 - d. Follow up with leaders on a regular basis via text, email, and face to face conversations
2. Student Leadership Teams
 - a. Organize and lead consistent student leader meetings
 - b. Manage and schedule student leaders for specific roles both weekly and monthly
 - c. Train students to run specific serving areas. (Skybox Tech Booth, Worship Team, Greeting Team, Teaching Team, Hosting Team)
 - d. Mentor a small group of students on a regular basis
3. Riptide Services
 - a. Create and initiate volunteer rotations for teaching, hosting, music, and serving within the different areas of Riptide
 - b. Teach regularly on Sunday mornings
 - c. Create service slides and videos to be uploaded to Pro Presenter
 - d. Delegating responsibilities to students and/or adult leaders
4. Life Group Coordinator
 - a. Plan programs weekly life group services
 - b. Organize and create life groups
 - c. Develop Life Group lesson material
 - d. Prep, organize, gather supplies and curriculum for Life Group Leaders
 - e. Organize and lead life group leader trainings and follow-ups throughout the year



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5. Coordinate and lead events and trips
 - a. Winter Camp, Summer Camp, Mission Trips, Day Trips, Worship Nights, Leader Retreats
6. Community Involvement
 - a. Spend time on middle school campuses during lunchtime or at sporting events getting to know Journey students and their friends
 - b. Partner with other churches and organizations in the area on larger events
7. Generations Team Player
 - a. Regular communication and connection with overall generations team
 - b. Assist in other events/camps on our Generations team
 - c. Occasional teaching rotation with Encounter or Edge 56 to help bridge connections between age groups
 - d. Assist in planning and executing parent orientations
 - e. Meet regularly with Pastoral team, Generations team and Generations Pastor

QUALIFICATIONS AND EXPERIENCE

Education, Training, and Experience

- Three (3) years of experience in junior high or middle school ministry
- Bachelor's Degree or a Certification in Youth Ministry
- Knowledge and/or education in Bible and Theology required
- Knowledge and understanding of adolescent development and its application to junior high students
- Training in Counseling/Pastoring skills preferred

Job Skills, Knowledge, Expectations and Abilities

- Knowledge of Centered-Set and its application for how we do church
- Must have vision and has demonstrated an ability to plan, develop, coordinate, manage and implement a student and family oriented ministry
- Outstanding communicator with teaching skills and experience
- Exhibits skills and experience in counseling
- Knows how to use Keynote, Word, Excel, Pro Presenter, familiar with Mac OS and willing to learn other programs as needed

COMPETENCIES

- Ability to communicate with junior high students in a manner that is effective, memorable and applicable
- Conveys ideas and facts orally and in writing using language the audience will best understand.



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- Helps create a work environment that embraces and appreciates diversity.
- Focuses on results and desired outcomes and how best to achieve them. Gets the job done.
- Promotes cooperation and commitment within a team to achieve goals and deliverables.
- Resolves difficult or complicated challenges.
- Maintains composure in highly stressful or adverse situations.
- Builds and maintains guest/customer satisfaction with the services offered by the organization.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. External and internal applicants, as well as position incumbents who are or become disabled, as defined under the American with Disabilities Act, must be able to perform the Essential Job Functions either unaided or with assistance of a “reasonable accommodation”, if such is determined, on a case-by-case basis. The physical requirements of Junior High Ministry Director may include:

- Ability to function with minimal sleep during camp sessions
- Ability to lift 25 lbs
- Ability to reach, climb a ladder, and bend to set up set designs and decorations
- Ideally able to run, jump, dance, and participate in different sports and silly events and activities

POSITION TYPE / EXPECTED HOURS

This a full-time, exempt position scheduled to work 40 hours per week. Standard days and work hours may fluctuate depending on Journey services and events. Candidate may be required to work additional nights and weekends.

ADDITIONAL ELIGIBILITY QUALIFICATION

Applicants must be eligible to work in the United States.

For the safety of our attenders, volunteers, and staff, candidate’s employment is contingent upon successful completion of a background check.

Candidates under the age of 18 years may be required to furnish and maintain a valid work permit.

EMPLOYMENT AT JOURNEY

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Journey Community Church is at-Will Employer. Either Journey or the employee may



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terminate the employment relationship at any time, for any reason, with or without advance notice.

Nothing contained in this job description or any other communication (written or verbal) the employee received is intended to be, nor should it be, construed as a guarantee that employment or that any benefit will be continued for any period of time. Compensation information provided to an employee, whether stated in hourly, bi-monthly, annual, or other terms, is not intended nor does it constitute an employment contract or agreement for any specific period of time.

No manager, supervisor or employee of Journey has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

JCC EMPLOYEE COMMITMENTS

- All employees are expected to conduct themselves as professionals.
- Christ follower who passionately pursues Jesus
- Employees agree not to engage in any personal conduct or lifestyle, which would be at variance with or contrary to the policies of the church.
- To interact with church staff, volunteers, attendees and vendors in a professional manner, resolving potential conflict utilizing the Matthew 18 process. (Go directly to the person involved to resolve the issue. If not resolved, go with another trusted believer. If still not resolved, bring it to church leaders.)
- To be punctual, honoring the time of others.
- To adhere to the policies adopted by Journey as stated in the employee manual.
- To further personal spiritual growth and development on a continuing basis.
- Maintain strict confidentiality regarding sensitive information.
- Successful completion of thorough pre-employment references and background checks, including: social security verification, Local, State & Federal criminal conviction records search, national security database, and sex offender registry.
- To refrain from gossip, slander, or sharing personal information about a Journey employee, volunteer or congregant.
- To help all the ministries and departments succeed.
- To attend First Step within the first two months of being hired.
- To attend Our Journey within the first six months of being hired.
- To understand, articulate and promote Journey DNA.
- To grasp and strive to live out Journey's ultimate values: God, Love and Grace
- To help Journey move towards the mission and vision God has called us to.
- To be self-motivated and goal oriented, use good judgment, flexible and innovative.
- To regularly attend weekend services, participate in serving opportunities.
- Pursue community.
- To attend all major events at Journey such as Baptisms, Christmas & Easter services



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HOW TO APPLY

Resumes and applications may be submitted to Human Resources via email HR@journeycom.org. Please list the name of the position in the subject line.

*Please include a teaching sample with your application (preferably video, but audio is acceptable if no video is available.)