

## **JOB DESCRIPTION:**

### **Assistant Jr. High Director**

#### **Olive Branch Community Church**

**Reports To:** Youth Director / Family Ministries Director

**Status:** Part-Time (up to 25 hours/wk), Internship

**Location:** Olive Branch Community Church, 7702 El Cerrito Rd., Corona, CA 92881

**Timeframe:** Ongoing, Position Currently Open



### **Position Overview:**

The Asst. Jr. High Director will serve alongside the Youth Director to help disciple students, lead programs, and grow in hands-on ministry experience. This position is ideal for someone called to student ministry and eager to learn in a relational, Christ-centered, and team-oriented environment. Possibility for position to grow into a permanent and/or full time position in future.

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## **KEY RESPONSIBILITIES:**

### **1. Relational Ministry**

- Build Christ-centered relationships with junior high and high school students.  
*(Youth group is currently combined jr high and high school. This position allows for the two groups to be split up in the future.)*
- Engage with students before, during, and after youth services.
- Participate in small groups and assist with discussion facilitation.
- Invest in adult leaders through trainings and one-on-one support and encouragement.

### **2. Program Support**

- Help plan and execute weekly youth services and events.
- Assist in set-up and tear-down for youth nights and special events.
- Help lead games, worship elements, or announcements as assigned.
- Preaching and teaching in youth services and at events .  
*(This will be on rotation with Youth Director, along with other speakers from within the ministry.)*

### **3. Leadership Development**

- Attend regular staff and team meetings.

- Meet with Youth Director for mentorship and ministry training.
- Read, reflect on, and discuss assigned leadership or ministry materials.

#### **4. Administrative Tasks**

- Assist with communication to students and parents (emails, texts, social posts).
  - Help with tracking attendance, event registrations, and follow-up.
  - Support event planning, camp prep, and logistics.
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#### **QUALIFICATIONS:**

- A growing relationship with Jesus Christ, and agreement with Olive Branch Statement of Faith.
  - A heart for students and a calling to ministry.
  - Teachable spirit, good work ethic, and willingness to serve in various roles.
  - Ability to work with a team and follow through on responsibilities.
  - Must pass a background check and complete child safety training.
  - Bachelor's Degree or ongoing Christian education recommended.
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#### **HOURS & COMMITMENT:**

- 20-25 hours/week
  - Availability for weekly youth services and occasional weekend events.
  - Other than regular youth services, hours are flexible for school or seminary.
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#### **WHAT YOU'LL GAIN:**

- Practical ministry experience in a thriving youth program.
- Personal mentorship and leadership development.
- Opportunities to teach, lead, and disciple others.
- A deeper understanding of vocational ministry and your unique gifts.