



Job Title: Youth Ministry Assistant

Reports To: Director of Youth Ministry

FLSA Classification: Exempt Non-Exempt

Status: Full-Time Part-Time

Position Summary

The Youth Ministry Assistant is responsible for assisting and supporting the Director of Youth Ministry in the behind-the-scenes, detailed oriented and organizational tasks that support the growing youth ministry at BSMC. This person works between 12 to 15 hours each week: Sunday mornings and afternoons, flexible scheduling Monday through Thursday. Hours may increase during special event planning for retreats and camps.

Position Responsibilities- Essential

- Organize and manage logistics for events (onsite and off), including registration, setup, cleanup, ordering supplies, reservations, and travel arrangements.
- Provide administrative support to the Director of Youth Ministry.
- Maintain accurate student participation and volunteer schedules.
- Oversee inventory and ordering of youth materials and supplies.
- Ensure that all youth spaces and supplies are ready for youth activities on Sunday mornings and evenings.

Essential Skills and Experience

- Strong organizational and time-management skills.
- Excellent communication skills.
- Proficiency in Microsoft Office: Word, Excel, PowerPoint.
- Commitment to uphold the Vision and Values of the church.
- Must pass a background check and take Safe Sanctuary Training (annually).

How to Apply:

To apply, send your resume and a cover letter to our Director of Youth Ministry: Kristen Harris, Kristen.harris@buncombstreet.com