



TSM High School Associate West Campus Position Description

TITLE:	High School Associate	HOURS:	5 hours/week
REPORTS TO:	West Campus Student Ministries Director	LOCATION:	West Campus
PAYROLL STATUS:	Hourly	EMPLOYMENT PERIOD	August – May (39 weeks)
MISSION	<i>To share the grace and truth in Jesus Christ as He is changing our lives.</i>		
VISION	<i>To see the life and message of Jesus transform hearts, homes, and cities.</i>		
CORE VALUES	<i>Jesus and God’s Word, Grace and Truth, Disciples Making Disciples.</i>		

POSITION SUMMARY

The primary purpose and responsibility of the High School Associate is to actively serve as a vital part of the team of staff and volunteers who minister to youth (grades 6-12) and families at our West Campus. This person will work closely with the Student Ministries Director to implement and coordinate ministries, events, and discipleship opportunities with high school students at the West Campus.

RESPONSIBILITIES

<i>Key Accountability</i>	Rank	Weight *
<i>Execution</i>	1	50%
<i>Discipleship</i>	2	20%
<i>Relationships</i>	3	20%

** Weight accounts for 90% to accommodate unexpected, ad hoc tasks*

1- EXECUTION (WEIGHT: 50%)

- **Accountability Statement:**
 - In partnership with the Triumph West Student Ministries Director, be actively engaged in the execution of the Triumph Student Ministries ministry plans.
- **Measures of Success:**
 - Triumph West Student Ministries areas are planned, prepped, managed, and carried out with excellence.
- **Responsibilities and Actions Include, but Not Limited to:**
 - Assist the Triumph West Student Ministries Director to plan, lead, and supervise weekly Triumph West Student Ministries programming at the West Campus.
 - Assist in the preparation of supplies, materials, and setup for Sunday and Wednesday programming.

- Ensure proper organization of Grace Place, Gym Closet, Upstairs Storage, and Kitchen Storage Space.
- Assist the Triumph West Student Ministries Director to plan and implement Triumph West Student Ministry special events and trips.
- Support Small Group Leaders as needed – including covering occasional absences.
- Assist the Triumph West Student Ministries Director in volunteer communication and support.
- Assist Triumph West Student Ministries Director in maintaining all Triumph Student Ministry data, forms, and documentation.

2- RELATIONSHIPS (WEIGHT: 20%)

- **Accountability Statement:**
 - The Christian life was never designed to be lived outside community. The High School Associate will engage student in healthy relationships and foster connection with the greater body of Christ.
- **Measure of Success:**
 - Students will display connections within the Triumph West congregation, resulting in a sense of “this is my church.”
- **Responsibilities and Actions Include, but Not Limited to:**
 - Actively seeking opportunities to engage in appropriate contact ministry with students outside of weekly programming.
 - Assist in establishing the desired culture for students involved in Triumph West Student Ministries Programs.
 - Intentionally engage with students at all youth programs and events.
 - Serve as an exemplary model for volunteers on how to invest in student relationships.

3- DISCIPLESHIP (WEIGHT 20%)

- **Accountability Statement:**
 - The Christian life is one of growth in the Gospel. The High School Associate will help create opportunities for the Word of God to be proclaimed and heard, trusting the Holy Spirit to bring Spiritual Growth.
- **Measure of Success:**
 - Triumph West student ministry and discipleship opportunities are provided consistently, intentionally, and executed with excellence.
- **Responsibilities and Actions include:**
 - Assist the Triumph West Student Ministries Director in teaching responsibilities in all Student Ministry Programs including Middle School Youth Group, High School Youth Group, and Breakfast Club.
 - Assist in creating and executing an effective Social Media Student Ministry Discipleship Plan.
 - Engage with students regularly in discipling conversations.

KEY WORKING RELATIONSHIPS

- Report to the Triumph West Student Ministries Director who will conduct annual reviews.
- Work as a team with our West Campus staff in terms of communication and collaboration.
- Work as a team with the Triumph Student Ministries staff and volunteers at all campuses.
- Collaborate and communicate with Central Service staff, as needed.

POSITION QUALIFICATIONS

- Demonstrates a vibrant and growing relationship with Jesus Christ. This demonstration includes:
 - Acknowledgment of the Lordship of Jesus Christ in his/her life
 - Commitment to intentionally pursue maturity in his/her relationship with God through personal devotions, active attendance in worship services, and involvement in accountable relationships.
 - Commitment to avoid any lifestyle choices that would compromise his/her credibility.
- An obvious love for youth and those who work with youth.
- Must pass a background check for the states of Minnesota and North Dakota and any other state of previous residency or employment.
- Experience that reflects success in working with youth and/or supervising others who work with youth.
- Skilled relationally in interacting with people of a variety of ages, backgrounds, and experiences.
- Teachable spirit, seeking to grow and develop both personally and professionally.
- Willing to work in agreement with Triumph's Statements of Faith, Mission, Purpose, and Core Values.
- Maintain a strong work ethic and build efficient processes.
- Knowledge, Skills, and Gifts:
 - Exhibit excellent organizational, administrative, problem solving, and interpersonal skills.
 - Able to work effectively with a larger ministry team.
 - Able to maintain and protect confidentiality.
 - Able to learn ministry related computer software as assigned.

CONDITIONS OF EMPLOYMENT

- Exhibits a meaningful and growing personal relationship with Jesus Christ.
- Models the Biblical standard of personal conduct and lifestyle.
- Supports and adheres to the Purpose, Mission, Vision, Core Values and Statement of Faith of Triumph Church.
- Supports and adheres to the Constitution and Bylaws of Triumph Church.
- Supports and adheres to the Elder Board Policies and assists in the administration thereof.
- Regularly attends worship services at Triumph West; with Triumph West being his/her church home.

HOURS AND COMPENSATION:

- This is a part-time position (number of hours indicated above) which will entail working weekends and some evenings.
- Compensation will depend on experience, and timesheets will be turned in to record hours worked.
- Employment relationships are outlined in Triumph's Employee Handbook.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Requires the ability to lift 20 lbs.
- Requires prolonged sitting, walking, standing, bending, lifting, stooping, and stretching.

The duties described above are the general nature and level of work to be performed but are not intended to be a complete comprehensive list of all duties.

TSM Middle School Associate _____

Date: _____

Triumph West Student Ministries Director _____

Date: _____

Campus Pastor _____

Date: _____

Updated 4/22/2024