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**Student Life Director**

**Job Description**

**Haven’s Mission**

Christ’s Disciples: Growing, Living, Making Him Known

**Function**

The Student Life Director is to help provide for the spiritual guidance of Haven youth (6th grade through college) and youth leaders through administration, fellowship, discipleship, prayer, and service.

**General Responsibilities**

* Maintain a personal relationship with Christ and demonstrate that love of Christ to students and youth leaders.
* Work with the Pastor and Elders to promote the spiritual growth of Haven’s youth.
* Work as a team with the Student Life leaders by recruiting, training, equipping, praying for, and investing in the spiritual growth of the team.
* Handle all administrative responsibilities for Student Life to ensure smooth communication and safety for all those involved.
* Work with the Pastor, Director of Worship, and Worship Coordinator to promote youth involvement in worship services.
* Plan and attend all youth retreats, events, service projects, and summer mission trips.
* Build relationships with parents of youth, maintaining good communication and promoting parent participation.
* Coordinate regular personal contact with students, making sure each student feels connected to a leader.
* Be visible at student events on school campuses and in the community.
* Develop and meet with a student leadership team to help ensure the input of youth on what they are experiencing.
* Remain educated on youth culture and awareness, demonstrating participation in continuing education as a life-long learner.
* Develop and maintain contact with college age members of Haven.
* Encourage graduating high school students to continue in Student Life Ministry leadership.
* Regularly connect with students by attending after school events, writing cards of encouragement, etc.
* Maintain regular involvement in Zeeland community events.

**Financial Responsibilities**

* Assist in the preparation of an annual budget and be responsible for the expenses related to the youth program.
* Help facilitate fundraisers throughout the year for youth trips (with sufficient help from parents).
* Keep accurate records of funds raised by students.

**Administrative Responsibilities**

* Participate in Haven staff meetings and work with staff and Office Administrator on church-related ministries involving youth.
* Maintain regular attendance at worship services throughout the year, actively engaging with students.
* Take at least one full day off weekly.
* Report monthly to the Administrative team, Pastor of Discipleship, and Office Administrator.
* Maintain all CCB lists pertaining to youth ministries, ensuring accuracy between groups each year.
* Add new students to appropriate CCB groups.
* Assist in collecting medical forms for students and ensure each student has one on file before leaving for an event.

**Qualifications**

* High moral integrity.
* Desire to serve our Lord.
* Passion for youth and for helping God’s Word come alive in the lives of youth.
* Excellent relational skills - be enthusiastic, energetic, and joyful.
* Ability to recruit, train, and work with Student Life leaders.
* Excellent administrative and communicative skills.
* Experience in planning, organizing, and implementing youth or other group activities successfully.
* Knowledge about youth culture and trends.
* Valid drivers’ license, flexibility in work and schedule (including weekends and evenings) and successful completion of a background check.
* Membership at Haven CRC (or become a member within 90 days of employment).
* Bachelor’s degree in Youth Ministries, Education, or a related field.

**Other Information**

Hours: 40 hours per week, ensuring to take off one full day per week

Schedule: As communicated, includes:

Nights: School/student activities

Saturdays: Retreats, fundraisers, conferences, etc.

Reports to: Office Administrator and Administrative Team

Vacation: 2 weeks (80 hours) per year, ensuring 1 week happens in the summer

Other days: Up to three personal days per year to use for emergencies or sickness