

## **HOMES FOR CHILDREN – PART-TIME STUDENT MINISTRIES ASSISTANT**

### **Position Assignment**

**Title:** Homes for Children – Student Ministries Assistant

**Organizational Unit:** Homes for Children

**Recruited by:** Student Ministries Coordinator

**Approved by:** Vice President of Campus Ministries

### **Working Relationships**

**Reports to:** Student Ministries Coordinator

**Staff Team:** Works closely with all Homes for Children staff

### **Basic Functions**

The Student Ministries Assistant plays an important role in the Homes for Children program of South Texas Children's Home Ministries (STCH Ministries). The Student Ministries Assistant assists the Student Ministries Coordinator in coordinating the activities and recreational programs for Homes for Children - Boothe Campus with an emphasis on the spiritual growth and development of each child. Also acts as liaison with off campus groups for activities on and off campus with Boothe students and staff.

### **Basic Responsibilities**

1. To encourage a relationship with Christ and develop spiritual growth with each child.
2. To assist with coordinating weekly Chapel service.
3. To develop and supervise student recreational and Christian spiritual growth activities on and off campus.
4. To assist with volunteers, summer interns, and coordinating groups who come to Homes for Children to do ministry work and other activities on campus.
5. To help organize the schedule of summer camps, VBS and mission trips.
6. To keep equipment and supplies up to date and organized
7. To work with Student Ministries Coordinator when coordinating events for Homes for Children.
8. To perform all other duties as assigned.

# Position Description

## South Texas Children's Home Ministries

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*\*\*A part time work week is up to 25 hours.*

I, the employee, have read, understand, and agree with the position description for Homes for Children –Part-Time Student Ministries Assistant.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Supervisor Signature

\_\_\_\_\_  
Date