



## CrossPoint Students Administrator

PART-TIME (8-10 HRS)

LOCATED IN SALINA

The CrossPoint Students Administrator will provide administrative support for the CrossPoint Students Ministry and intentional discipleship at CrossPoint Students. This position will report to the Family Ministries Pastor.

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### CrossPoint Students Administrator Job Responsibilities

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- Ensure background check records and ministry safe training are current for volunteers every three years.
- Assist with the preparation, execution, and teardown of midweek gatherings.
- Assist with planning, execution, and teardown of CP Students connect events.
- Maintain and assist with communication and provide care for students, leaders, and parents.
- Create and maintain registration for all events, camps, and conferences for CrossPoint Students.
- Assist with Family Ministry Big Days on Sunday mornings (Student Takeover, etc).
- Oversee hospitality and assimilation for midweek gatherings and first-time students.
- Attend Super Summer and Super Winter as a sponsor.
- Attend scheduled meetings with the CrossPoint Students team.
- Disciple a small group and be available for one-on-one discipleship with students.
- All other assigned duties and responsibilities

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### CrossPoint Students Administrator Skills and Qualifications

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- Proven follower who can receive instructions and carry them out
- Ability to anticipate, enjoy, and thrive in a rapidly changing environment
- Detail-oriented
- Highly organized
- Self-starter with a disciplined work ethic

- Quality and friendly communication, both written and oral
- Sense of humor and personable
- High level of discretion
- Humble and teachable
- Demonstrated gifts and enjoyment of administrative tasks
- Affinity for Technology

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## CrossPoint Students Administrator Prerequisites:

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- Must be able to pass a federal and state background check.
- Growing in your personal relationship with Christ.
- Agreement with CrossPoint on the employee standard of conduct and expectations.
- High School Diploma required
- Must align with the vision and values of CrossPoint Church.
- Affirmation and a general agreement with the Baptist Faith and Message
- Develop personal evangelism opportunities within and outside of the Church.
- Adhere to and encompass the qualities and characteristics required of CrossPoint Church employees.
- A partner with CrossPoint Church.