



ORGANIZATION AND POLICY MANUAL
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Approved _____ Effective _____

POSITION TITLE **Assistant Director of Farm Drive Neighborhood Ministries**

PURPOSE

This position provides support to the Director of Farm Drive Neighborhood Ministries, using a team approach. He/she will partner with the Director, meeting the needs of the residents of Farm Drive so that there would be transformation and spiritual growth.

HOURS 18 to 24 hours per week

RESPONSIBILITIES

1. Meet weekly with the Director to carry out the programs at Farm Drive in line with the vision and values of Hillside, always pointing people to Jesus and sharing the good news of the gospel.
2. Provide clerical assistance to the Director (drivers license verification, flyers, attendance sheets, monthly calendar, etc.)
3. Maintain a current brochure outlining the activities at Farm Drive with pictures and text to be published yearly.
4. Assure that the Farm Drive website information is up to date and has current pictures.
5. Assure that operating supplies and materials are maintained. (ex: shop for supplies)
6. Assure that the facilities are cleaned and maintained. (free table cleaned off, food dates checked periodically, garage clear, etc.)
7. Provide Homework Club assistance to the Director (set out snack, set up rooms, supplies re-stocked)
8. Help organize the Center for daily activities
8. Oversee the pre-kinder program, empowering and developing a team to teach and help in the classes.



QUALIFICATIONS

1. A committed and mature believer who is above reproach with a deep love for Jesus and a commitment to prayer
2. A commitment to Hillside Church, including agreement with the Statement of Faith and the Leader/Teacher profile.
3. Is able to explain the Gospel clearly to others, both children and adults
4. A teachable spirit and a servant's heart; demonstrating a deep respect and love for different cultures.
5. Exhibits a heart for ministry and a servant's attitude
6. Ability to follow directions and instructions
7. Ability to recognize tasks and initiate assistance
8. Strong organizational skills
9. Hold a current California Driver's license, with auto insurance that meets Hillside Church's standards for transporting under-age students
10. Working knowledge of Microsoft Word, InDesign and Excel

ORGANIZATIONAL RELATIONSHIPS

1. Reports to the Director of Farm Drive and is accountable to the Lead Pastor and Elders