

*The Mission of OneLife is to develop and launch servant leaders who live out their faith in every area of life.*

## **Assistant Site Director – Position Description OneLife Gap Year**

**Position Summary:** The Assistant Site Director is proactive and primarily handles the majority of the administrative functions of a OneLife site, as well as contributing to the discipleship of students. In owning the administrative tasks, the Assistant Site Director empowers the rest of the team to focus on student needs. The Assistant Site Director has a deep desire to set goals and accomplish tasks that help students grow in their relationship with God and knowledge of God's word. Words associated with an Assistant Site Director include: mentor, leader, ownership, purposeful, administrator, organized, detail oriented, and a team player.

The Assistant Site Director is a full-time position reporting to their respective OneLife Site Director. The function of this position relies heavily on collaboration with and assistance to the Site Director to ensure site effectiveness, supporting the Mission and Vision of OneLife in the following ways:

### **STUDENT CARE & DISCIPLESHIP**

Mentor and disciple the next generation by providing guidance, support, encouragement, and accountability as they navigate their faith journey.

**Result #1** Foster an environment where students develop a deeper understanding of what it means to be a follower of Jesus.

**Result #2** Promote and encourage students in life skills & character development.

### **PROGRAM FACILITATION & LOGISTICS EXECUTION**

Proactively own the majority of the administrative and logistical responsibilities, anticipating program needs and maintaining vigilance over future planning.

**Result #3** Collaborate with the Site Director and staff team to design and execute weekly programming, managing the daily logistics of the schedule.

**Result #4** Strengthen program effectiveness by occasionally supporting the Site Director with academic components which may include creating assignments, grading, teaching, facilitating discussions, etc.

**Result #5** Enhance student outcomes and course quality by collaborating with the staff team to develop and execute experiential learning components.

**Result #6** Oversee the planning and successful execution of trips.

**Result #7** Effectively coordinate speaker logistics (travel, lodging, food, etc.) and scheduling.

**Result #8** Manage program resources & materials, including relevant budget tasks, with excellence.

## **PARTNERSHIPS**

**Result #9** Intentionally nurture relationships and clear communication with current site and ministry partners..

**Result #10** Serve as a liaison between OneLife and the site partner. Manage the coordination of OneLife occupied spaces, meals, and the student service experience. Pursue clarity regarding the needs of the site and the needs of OneLife.

**Result #11** Partners with the Director of Enrollment in *Student Recruitment*

## **QUALIFICATIONS AND EXPECTATIONS:**

- Have a growing relationship as a disciple of Jesus and a desire to see lives changed by the Gospel.
- Self-aware with a high EQ; situationally aware and flexible.
- High level of initiative and ability to take a proactive approach to work and upcoming needs, performs job duties on time with excellence.
- Team player: low drama, high-momentum, high-capacity, creative-can-do-whatever-it-takes attitude.
- Strong communication skills and ability to collaborate well with others
- Ability and gifting in administrative tasks/responsibilities (can manage multiple priorities).
- A heart for participating in the life-on-life discipleship of young adults and commitment to ongoing personal & professional leadership growth.
- Enthusiasm for experiential learning, adventure, and travel..
- Bachelor's degree in related field and/or experience in relevant context

Full-Time Position