



JOB POSTING

Position Overview	
Position Title	Discipleship Assistant
Reporting To	Director of Discipleship
Competition ID	06112020
Closing Date / Time	Until a suitable candidate is found
Posting Type	External

Basic Job Information	
Duration	Full Time
FTE	1.0
Benefits Eligible	Yes
Type of Contract	Probationary
Contract Start Date	TBD
Probationary Period	3 months
Travel	Limited travel will be required

Areas of Focus
<p>The Discipleship Assistant will be a collaborative member of the Bears paw Christian School (BCS) Discipleship team. This team exists to incorporate discipleship and a biblical worldview into every area of BCS while constantly upholding our Mission and Vision. This team is an integrated support to our Mission and Vision.</p> <p>The Discipleship Assistant will serve as a member of the BCS Discipleship team, reporting directly to the Director of Discipleship. Keeping in line with BCS's philosophy and vision for discipleship, the Assistant Director will work closely with the education team in order to support and collaborate with various discipleship initiatives.</p>

Position Profile
<p>In order to successfully respond to the challenges of the role, the Discipleship Assistant will be a highly committed and energetic individual and should represent as many as possible of the below mentioned characteristics (both personal and professional experience):</p> <ul style="list-style-type: none"> • Be a devoted follower of Jesus Christ, demonstrating Christ-Like character and the Fruit of the Spirit • A natural disciple-maker • Strong understanding of the BCS organization and belief and passion for its mission and vision • A strong team player who communicates openly, honestly and who acts on behalf of BCS's best interest • Strong analytical thinking, researches and analyzes information to make logical, rational conclusions • Works effectively in a changing environment • Excellent oral and written skills • Highly-developed attention to detail • Strong organizational skills





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- Able to manage multiple tasks with an ability to prioritize
- Optimizes time and resources, ensuring high quality work
- Focus on results, bringing initiatives to a successful conclusion
- Strong social, interpersonal, and leadership skills
- Creative and willing to present and try new ideas
- High degree of professionalism and organizational discipline

Specific Responsibilities

The Discipleship Assistant takes responsibility for the following key functions:

1. All Divisions
 - Teach occasional Bible classes and provide support to teachers
 - Spiritual support to staff to talk, pray, encourage, sub, etc
 - Student support through counseling and conversation
2. Grades 7 - 12:
 - Chapel:
 - Create opportunities for student involvement and leadership/gift development
 - Mentor and encourage students
 - Organize payments for guest speakers
 - Creative Communications
 - Speak occasionally (1 in 5-6)
 - Communicate with staff about needs or changes in chapel
 - Small Groups:
 - Lead a small group and/or be available to substitute when needed
 - Support small group leaders
 - Provide data for evidence of success
 - Missions Trips and Service Projects:
 - Provide support to students, including:
 - Support planning and execution for missions and service projects
 - Possibly attend trips as a chaperone
 - Work collaboratively with trip coordinator in budgeting, as well as student/parent preparation activities
3. Kindergarten - Grade 6:
 - Elementary Chapel:
 - Support coordinating chapel
 - Help develop yearly/monthly themes
 - Speak semi-regularly (1 in 3)



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4. Miscellaneous:

- Help support the development of strategic relationships (youth pastors, Axis, Compassion, etc)
- Help coordinate special discipleship days
- Help support Parent Connection and Discipleship:
- Parent Prayer Group
- Monthly information letters to parents
- Assist coordinating student events
- Assist coordinating parent resource nights
- Help support Staff Discipleship and Development
- Organize staff devotions
- Share in staff devotions
- Staff counseling and prayer
- Tech Support:
- RightNow Media, Axis, Bible Curriculum
- Cultural Translator Email

5. Administration:

- Help establish discipleship plan and budget and help manage spending inside budget provisions
- Keep data of successes
- Assist with school-wide fundraisers
- Plan and coordinate activities/trips in the school, the community and abroad, providing students with opportunity to have missions and service experiences

Professional Qualifications

The Discipleship Assistant should possess as many of the following qualifications as possible:

- Be a creative, independent, self-starter
- Post-secondary degree or certification an asset
- Track record of success in school/ministry environment
- Proven ability to manage relationships across various organizational positions
- Superior verbal and written communication skills
- Speaking/ teaching experience
- Ability to maintain a high level of confidentiality

Ministry Related

- Devoted follower of Jesus Christ, demonstrating Christ-Like character and the Fruit of the Spirit.
- Strong understanding of the BCS organization and a belief and passion for its mission and vision.
- Confident, driven and dynamic individual who aspires to develop an authentic Christ-like environment.

Educational and Experience Related

- Relevant education and experience in education, social work, or psychology with a counselling background.
- To be well versed in various aspects of counselling.





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- Track record of counselling experience and success in a school environment.
- Experience working with youth experiencing social/emotional difficulties.
- Possess the knowledge, abilities and attitudes necessary to plan, organize, implement and evaluate a comprehensive, developmental school counseling program.

Personal Related

- High degree of professionalism, innovation, creativity and organizational discipline.
- Ability to work with a multidisciplinary team.
- Strong analytical thinking, researches and analyzes information to make logical, rational conclusions.
- Multi-tasker with proven ability to plan, prioritize, initiate and complete projects on a timely basis.
- Superior verbal and written communication skills with an ability to communicate and articulate complex ideas.
- Strong social, interpersonal, and leadership skills.
- Highly-developed attention to detail.
- Work effectively in a changing environment having a collaborative and teachable spirit.
- Maintain a commitment to staff and student privacy.
- Engaging, friendly personality with a confident, outgoing and positive attitude.
- Convey energy, enthusiasm and optimism in all interactions with other departments.

Submitting Your Application

If you fit the candidate profile and skill requirements outlined above and are interested in applying for this position please e-mail the below documents to hr@bearspawschool.com

- **Cover Letter** - Clearly identify that you are interested in the Director of Development opportunity. Explain your interest in Bearspaw Christian School, and how you will help us achieve our important mission.
- **Resume & References** - Please provide a detailed resume or curriculum vitae, showing all education and relevant certifications. Please note your resume must also include - A) List of References that can be contacted B) Scanned Copy of Teaching Certificate (for teaching staff only)
- **Statement of Faith** - In 500 words or less, tell us about your relationship with Jesus. Tell us what difference He is making in your life today, and how that is encouraging you to serve others.

Applications that do not include all of these elements will be viewed as incomplete, and will not be considered.