



STUDENT LIFE ASSISTANT

JOB DESCRIPTION

(Revised, June 2022)

Position: Student Life Assistant

Employment Type: Hourly, Non-exempt

Reports to: Teacher, Administrative Staff

Salary: \$14-\$16 per hour, depending on qualifications and experience

Benefits: Potential campus housing in shared setting, health care contributions

Mission Statement: The purpose of New Song Mission is to equip at-risk children for life.

Ministry Overview: New Song Mission, Inc. is a 501 (c)(3) nonprofit Christian ministry that provides vulnerable, at-risk children—many of whom are fatherless—with safe, loving homes, a tailored education, biblical guidance, and enriching experiences so that they will live wholesome, productive, and joyful lives in Christ. Through this holistic care, significant mentoring relationships, and the transforming love of Jesus, children will become fully equipped to fulfill God’s wonderful purpose for their lives. New Song’s educational campus community is located on 100 scenic acres in beautiful Brown County, Indiana where children live in a family-like, Christian environment, to the glory of God.

General Job Description: The Student Life Assistant will provide classroom tutoring and will help to design, implement, and oversee our recreation program and outdoor education classes, as well as provide other valuable assistance to our Classroom Teacher, helping students in their academic, spiritual, and social/emotional growth.

Duties and Responsibilities: The successful candidate for this position is expected, by God’s grace, to fulfill the duties below:

1. Classroom assistance

- **Tutoring:** Tutor students daily in the classroom in all subjects, with a special emphasis on Math
- **Discipleship:** Disciple students in Christ
- **Engagement:** Engage students in a way that promotes a fun, cooperative, and positive school environment
- **Behavioral management:** Manage students’ behavior in the classroom and also during school activities and outings
- **Lunch monitoring:** Engage students in purposeful conversation and promote a positive school environment during the students’ lunchtime
- **Teacher assistance:** Supporting our Classroom Teacher in other valuable ways

2. Recreation leadership

- Design, organize, and facilitate recreational activities for the students during the school day, primarily through group sports and other outdoor activities on campus
- Initiate new, interactive extracurricular activities for students

3. Outdoor Education

- Facilitate and assist with the development of an outdoor education class to utilize the vast natural resources that exist on New Song’s campus
- Provide students with positive, outdoor experience that promote their growth and education

4. Other Ministry Support

- Supporting other campus staff members and ministry programs

Qualifications

Christian Faith: Has received Jesus Christ as his/her personal Lord and Savior, demonstrates a mature faith in the Lord, and is committed to following Jesus and becoming sanctified in Christ

Age requirement: Must be at least 21 years of age

Educational Requirements: Has earned a 4-year college degree

Math skills: Has the ability to tutor Math up to at least Algebra 2

Experience: Has demonstrated a desire to work with children and youth

Assertiveness: Has the ability to generate the respect of students and positively influence their behavior through assertive child management

Children's Home Policies: Is strongly committed to working within the policy framework and best practices of New Song

Collaboration: Must be highly collaborative and have a desire and ability to promote unity within a ministry team

Personal characteristics: Possesses a flexible disposition, works well with others, has strong interpersonal skills, good discernment, organizational and processing skills, is honest, enjoys the outdoors and being active, is creative, dependable, hardworking, and works with joyful humility under the guidance and instruction of his or her supervisors

Statement of Faith, Culture, Guiding Principles, & Core Values: Is committed to New Song's Statement of Faith, Culture, Guiding Principles, & Core Values Statement

Physical Capacity: Has the physical capacity to fulfill each of the duties and responsibilities listed, as well as physical activities such as general lifting, light athletics, and school outings

Continuous Learning: Demonstrates the desire and ability to continually learn and grow in the position

Valid Driver's License: Has and maintains a valid driver's license and is able to operate a ministry vehicle to transport children without restrictions

General Qualifications: Meets the general qualifications outlined in New Song's personnel policies