

POSITION DESCRIPTION

Position Title: Reach Prison Ministry Assistant

Department: Reach

Load: Part-time (2 day/week) contract

Location: 47 Jennifer Street, Seventeen Mile Rocks QLD 4073

Position Overview

The role of the Reach Prison Ministry Assistant is to help to co-ordinate and administer Reach Youth Detention and other Prison Ministry opportunities through Riverlife Baptist Church. This position will provide support in the area of administration, planning and resourcing as directed. The Reach Prison Ministry Assistant should ideally have some experience in and knowledge of the operations of the Riverlife Youth Detention Ministry. This is a temporary, 2 day/week contract position.

The primary responsibilities of this position, in consultation with the Reach Pastor and the Senior Pastor, include the following:

1. Coordinate and steward the Youth Detention and Prison Ministry by administrating opportunities and advancing the projects and programs of the ministry.
2. Liaise with the relevant administration and other stakeholders to determine needs and assess whether Riverlife can meet those needs with appropriate programs and teams.
3. Bring awareness and opportunities for Riverlife individuals and groups to engage in a missional heart and lifestyle through Prison Ministry.
4. Develop ongoing relationship and partnership with BYDC, West Moreton, prisons, Alpha and other community services and churches.

Key Relationships & Accountability

Reports To:	Reach Pastor
Direct Reports:	Nil
Key Interaction:	All Staff, Youth Detention and Prison Ministry leaders and volunteers

Key Result Areas	Outcomes
1. Ministry Visioning, Planning and Evaluation	(a) Assist in delivering a Reach Ministry vision in relation to Youth Detention Ministry in consultation with the Reach Pastor that is: <ol style="list-style-type: none">i. aligned with the Riverlife Vision, and Values.ii. biblical, relational, purposeful, and relevant.iii. communicated to the Ministry staff, volunteers and members. (b) Help ensure timely and accurate database records and workflows across the Ministry are maintained
2. Care and Connection	(a) Strong relationships are built within the Reach Youth Detention Ministry modelling kingdom family among members.

	(b) Assist in keeping effective communication for both internal Riverlife Teams and externally between prison administrators.
3. Logistics & Planning	<ul style="list-style-type: none"> (a) Ensure Ministry teams are rostered. (b) Ensure volunteers meet the visitation criteria and have been screened before being onboarded to the Ministry team. (c) Help ensure timely and effective communication with Ministry team volunteers (d) Ensure appropriate documentation is completed (e.g. Risk Assessments) in conjunction with the Operations Manager and Business Manager.

Essential Competencies	
Knowledge/Experience	<ul style="list-style-type: none"> • Ability to make informed decisions, using discretion and judgement • Ability to show initiative in implementing and evolving new ideas • Ability to communicate effectively with colleagues and staff at all levels to foster trusted and professional relationships • Ability to monitor workflow for volunteer teams • Organisational ability, with a systematic approach and energy to manage a number of areas at any one time • Ability to perform routine tasks accurately.
Technical/Professional Skills	<ul style="list-style-type: none"> • Strong Administrative skills • Technical skills across Office 365 suite including MS Teams, PCO and online platforms • Excellent Teamwork

Essential Personal Qualities
<ul style="list-style-type: none"> • Demonstrate a personal and growing relationship with Jesus • Demonstrate a Christ-like character • Undertakes to be in full agreement with the Riverlife vision and values • Regularly attends and is a part of the life and community of Riverlife Baptist Church • Capacity to work with diverse matrix (interconnected) teams of staff and volunteers • Displays humility, being quick to point out the contributions of others emphasizing team over self and defining success collectively rather than individually (Humble) • Self-motivated and diligent, constantly thinking about the next step and the next opportunity (Hungry) • Display good judgment and intuition around the subtleties of group dynamics and the impact of their words and actions (Smart)

Family Core Values
<p>We believe that all Riverlife staff must model and align with the following core values:</p> <ol style="list-style-type: none"> 1. Spirit-Led: We submit daily to the Holy Spirit as He provides us with power to declare and demonstrate Christ's kingdom. We seek to live under His leading as our source of understanding of spiritual truth, wisdom and guidance to advance the Kingdom and do what is right (John 16:13, Romans 8:14).

2. **Servant-Hearted:** We humbly serve God, His church and our community through faithful dedication. We believe our empowerment for true service is intimacy with Jesus Christ through prayer, obedience to His Word, and dependence on the power of the Holy Spirit within (Matthew 20:28, Philippians 2:4).
3. **Authentic:** We seek to honestly journey as a faith community celebrating our strengths and aware of our imperfection. We seek to walk in integrity as honest and reliable individuals choosing to trust and forgive one another (Proverbs 11:3, Psalm 25:21, Matthew 18:15-16).

All Riverlife employees are required to:

- Work under the authority of Christ, the Church Eldership and Senior Pastor in seeking the growth and development of Riverlife Baptist Church.
- Be a good role model in all areas of personal and spiritual life, seeking to put Riverlife ahead of personal gain.
- Comply with the requirements of the Working with Children’s Policy and Procedures, Workplace Health and Safety (WH&S) legislation and related WH&S procedures developed for Riverlife Baptist Church.

Other Duties

As directed by the Reach Pastor or the Senior Pastor.

Acknowledgement

I acknowledge that I have read and understood the key result areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description.

NAME: _____

SIGNED: _____

DATE: _____

WITNESS: _____

DATE: _____