



Job Description

Position: Impressions of the Master Assistant Director

Reports to: Chaplain for Outreach

Revision date: 2010.08.16

Qualifications

- Be organized, responsible, and able to effectively communicate with the Drama Director and the drama team
- Have previous experience in drama, ministry, and leadership
- Ability to convey the Adventist message through the use of drama

Essential Duties and Responsibilities

The Impressions of the Master Assistant Drama Director will correspond with the Drama Director, Campus Ministries leadership team, and Drama Team, in the following manner:

1. Work within the ministry budget to outline supplies that will be needed throughout the year.
2. Help maintain a current list of volunteers and contact information and record weekly attendance.
3. Assist in organizing drama programs and events in area churches, schools, or other entities where ministry can take place.
4. Create itineraries to be reviewed and approved by the Chaplain for Outreach for any presentation or trip no less than 2 weeks prior to any given event. Exceptions may be made.
5. Submit report of 1) volunteer attendance and program attendance, 2) highs and lows of the event. This should be submitted no later than 24 hours after the program, presentation, or trip.

Time Commitment

1. May attend Campus Ministries Axis Leadership Retreat at the beginning of the year.
2. Attend and help with Ministry Fair at the beginning of the year.
3. Attend Leadership Training (1 per semester).