

Youth Ministry Administrative Assistant

TITLE: Youth Ministry Administrative Assistant

FUNCTION: To support the Director of Youth Ministry in implementing a year-round youth ministry program for junior and senior high students in conjunction with the overall ministry of First UMC.

TERMS OF EMPLOYMENT: The Youth Ministry Administrative Assistant is a part-time salaried position. This position has a flexible schedule that may include nights and/or weekends.

QUALIFICATIONS:

- Be a committed Christian with a High School Diploma or G.E.D equivalent
- Have basic computer literacy and demonstrate the ability to communicate effectively (both orally and in writing) with both youth and adults.
- Be able to navigate through social media
- Enjoy Middle and High School students
- Available to attend camps and other overnight events
- Pass the Conference background check and adhere to the requirements of the Safe Gatherings Program.

LINE OF AUTHORITY: The Youth Ministry Administrative Assistant is supervised by the Youth Director and then by the Sr. Pastor.

GENERAL RESPONSIBILITY:

To provide assistance and functional support for all youth ministry programs.

MINISTRY AREAS OF RESPONSIBILITY:

1. Coordinate varied communications within the youth ministry: mailing, bulletin board postings, website, email, phone calls, REMIND, publicity and social networking.
2. Organize and maintain departmental paperwork, records, and files for all functions.
3. Help schedule, coordinate the elements and attend trips, events, and classes. Arrange transportation, accommodations, volunteer support.
4. Filling in at youth functions when Youth Director cannot be there because of school, etc., and assisting with Sunday School classes in Youth Director's absence.
5. Shopping for and/or decorating for youth events.