

FAIRHOPE UNITED METHODIST CHURCH
YOUTH ADMINISTRATIVE ASSISTANT
July 17, 2024

General Description: Under the general supervision of the Director of Youth Ministries, perform administrative duties as needed, managing registration for youth trips, create and mail youth newsletter, assist with organizing functions and be present at youth activities.

Position Reports To: The Director of Youth Ministries.

Employment Classification: Part Time (Average 15 hours per week)

Minimum Qualifications:

- A. Education: Bachelor's Degree and/or certifications or their equivalent in a related field is preferred.
- B. Experience: A minimum of two (2) years' experience in a similar position is preferred.

Knowledge, Skills and Abilities:

- A. Ability to communicate effectively both orally and in writing.
- B. Ability to deal effectively and congenially with staff, volunteers and the public.
- C. Ability to organize tasks efficiently and effectively.
- D. Ability to effectively use computers, relevant software systems and office equipment.
- E. Ability to enforce rules of conduct and guidelines with the Youth.
- F. Ability to create schedules for multiple events and coordinate them effectively.
- G. Ability to delegate tasks to volunteers and staff.
- H. Ability to undertake responsibilities with initiative and assume accountability for work performed.

Examples of Work: The following examples are NOT intended to represent all the duties that may be assigned. (avg. 15-20 hours/week + retreats & mission trips; hours will fluctuate depending upon programming)

- A. *Mission Trips* – manage all registration for trips; correspond with parents about payments; correspond with parents regarding; arrange transportation for group; help youth director with logistics for trip including food & scheduling; chaperone
- B. *Youth Retreats* – (Ex: Ski trip, Discovery Weekend, Confirmation retreat, etc.); manage registration & payments; correspond with parents; arrange transportation for group; help youth director with logistics for trip including food & scheduling; chaperone
- C. *Other Administrative Duties* – manage social media communications; create & mail Youth Ministry Quarterly Newsletter; send postcard reminders for upcoming large events; help youth pastor with fundraiser details & participate in each one; register students for bible studies; lead small group for Wednesday night youth programs
- D. *Youth Events* – (Ex: Back to School Bash, Mission Nights, Mission Week, day trips to amusement parks/bowling/etc, Christmas Party, Christmas Caroling, Bonfire, Flag Football Tournament, Winter Jam, Camping, Leadership Training, etc); manage registration; correspond with parents regarding payments; create mail-out; help organize event; communicate with vendors for rentals/logistics for event plus transportation logistics.
- E. *Staff Meetings* – Meet with entire church staff on Tuesdays at 10:30 am to represent youth ministry and coordinate with other ministries in the church.