



LFC-Huntersville Youth Ministry Assistant Position Description

Reports To: Youth Ministry Director

Job Title: Youth Ministry Administrator

Employed: Part time, NON exempt (15-20)

Purpose: Serve as the backbone of a healthy and organized youth ministry.

Skills/Qualifications:

Must be highly organized, extremely detail oriented, proactive in nature, a team player, selfstarter and be proficient in Word and Excel.

Need to be able to lift up to 25lbs, carry small boxes and climb a 4' ladder.

Education/Training:

Degree: High School Diploma or equivalent. College education desired.

Experience:

Prior administrative support role strongly desired. Prior experience working in Children's Ministry or Youth Ministry a plus. Proven ability to build volunteer teams and be part of a team. Previous experience with Constant Contact a plus. Have a good working knowledge of computer and software use.

Duties and Responsibilities:

1. Assist with details and planning of all re:mix events assuring all supplies, food and items needed are obtained
2. Plan and attend both summer trips in the role of coordinator, staying one step ahead of the group. Be proactive in thinking through all details, ensuring that everything is handled efficiently
3. Collect and maintain all waivers for events
4. Communication via Realm and Constant Contact: emails from re:mix assuring they are well written, clear, and sent to the appropriate distribution lists.
5. Proficiency with Realm, the pathways, groups and its use to search by talents for volunteers needed to perform certain tasks within the ministry.
6. Maintain current lists in Realm for all volunteers, leaders and groups of students.
7. Maintain generic weekly supplies for re:mix.
8. Maintain and purchase all needed items for the snack shack.

9. Build serving teams to serve at events, leader meals, weekly set up, check in and snack shack and other areas as they arrive.
10. Be proactive with keeping the ministry organized, on track, and planned ahead.
11. Maintain Realm pathways: First time guests and Prospective re:mix kids. Prepare and send letters as needed to ensure that the pathways remain up to date.
12. Ensure that calendars are well stocked throughout the church.
13. Maintain supplies for the newcomer table: prizes, pens, stickers, calendars and first time guest cards.
14. Deliver all first time guest cards to the system team weekly for them to enter the information in Realm.
15. Ensure that cash deposits are made as needed into the proper accounts and placed in the safe for the accountant on staff.
16. Communicate with the accountant on staff if any credit card purchases are made at events with via Square to ensure that money is transferred to the proper accounts.
17. Manage leader encouragement team, keep them updated with leader meeting dates, current leaders and home addresses so they can best care for the leaders.
18. Manage leader dinner teams: set up and clean up, meal preparation. Ensure that parents are signed up to cook, follow up with them before the event, make sure that all supplies are available for the set up team.
19. Send emails out to the leaders reminding them of the upcoming dinner, track RSVPs, communicate numbers to meal prep parent and youth director.
20. Be proactive and work with the systems team to submit accurate and complete room requests to ensure that all needed spaces are reserved for youth usage.
21. Work with the HR rep to ensure that all leader background checks are current. Send the link to any new or perspective leader as a part of the pathway.
22. Track all new leader applications and share with the youth director for review.
23. Keep accurate checklists for routine events and maintain it for the ministry on an ongoing basis.
24. Create check requests as needed.
25. Submit a monthly credit card statement: be proactive in maintaining and storing all receipts for submission with the statement.
26. Attend all weekly, monthly and event planning meetings as directed
27. Perform other job related duties as assigned.