

Church of the Lakes – Job Description

Position: Administrative Assistant to the Pastor of Student Ministry	Compensation: Range of \$14-\$16 an hr.
Category: Support Ministry Staff	Hours: 10 hrs. a week (Sundays = 8:30 am-12:30 pm; Wednesdays = 7:00 pm – 8:30 pm; 4 ½ hrs. = organizing & paperwork)
Revision Date: 2/8/2022	Full, Part or Volunteer: Part time

Overview of Position: Maintain constant & open communication with the Pastor about all issues involving youth leaders, youth and events; attend fellowship times of CHAOS to develop & maintain relationships with youth; maintain open communications with all youth; ensure that youth are reminded about registering for and attending events as well as completing necessary paperwork; after the Pastor has established the framework for an event, assist with details for the event; ensure events are on the church calendar; organize volunteers and lunches for REVEL; supervise the opening of REVEL (prayer & lunch) until the Pastor arrives; be present at the church on Sundays from 8:30-12:30; coordinate materials for Sunday School classes; remind SS teaching volunteers when it is his/her Sunday; track & check attendance for all SS classes; serve as substitute SS teacher whenever needed; maintain updated records for youth leaders (applications and information); maintain updated permission slips for youth.

Qualifications:

- Ability to develop action plans to accomplish administrative goals
- Ability to be proactive in foreseeing problems and offering solutions
- Ability to organize and complete projects in a timely fashion
- Experience with Word, Power Point and Excel

Important Characteristics:

- A Christ-like spirit of acceptance, warmth and conviction. This includes the need for a consistent devotional life
- An essential quality is an ability to communicate with staff and volunteers
- The other essential quality is a pleasant, receptive manner that values people
- Flexibility to follow changes that occur within the youth program

Responsibilities:

- Maintain constant & open communication with the Pastor about all issues involving youth leaders, youth and events
- Attend fellowship times of CHAOS to develop & maintain relationships with youth
- Maintain open communications with all youth
- Ensure that youth are reminded about registering for and attending events as well as completing necessary paperwork
- After the Pastor has established the framework for an event, assist with details for the event

- Ensure events are on the church calendar
- Organize volunteers and lunches for REVEL
- Supervise the opening of REVEL (prayer & lunch) until the Pastor arrives
- Be present at the church on Sundays from 8:30-12:30
- Coordinate materials for Sunday School classes
- Remind SS teaching volunteers when it is his/her Sunday
- Track & check attendance for all SS classes
- Maintain updated records for youth leaders (applications and information)
- Maintain updated permission slips for youth

Supervision:

- Supervision will be provided by Pastor of Student Ministry
- The employment of the Administrative Assistant to the Pastor of Student Ministry is the responsibility of the Staff Parish Relations Committee

Benefits, Vacations and Sick Leave

See Appendix A

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes.