

Church of the Lakes – Job Description

Position: Administrative Assistant to Pastor of Student Ministry	Compensation: \$15 an hr.
Category: Support Ministry Staff	Hours: 10 total hrs. per week
Revision Date: 2/11/2025	Full, Part or Volunteer: Part time

Overview of Position: The Administrative Assistant to Pastor of Student Ministries will maintain positive communications with all participants (i.e. Pastor, leaders, youth and parents) in Youth events, provide assistance to the Pastor regarding details of any youth events; and give on-sight supervision of youth especially when the Pastor is detained. The Adm. Assistant is responsible for the implementation of all Youth Sunday School directives from the Pastor.

Qualifications:

- Have a personal commitment to Jesus Christ
- Must be at least 18 years of age
- Have a high school diploma
- Certified in CPR/First Aid, Communicable Diseases and Child Abuse (or be willing to become certified)
- Appropriate references and background checks
- Ability to work as a team member and communicate well with staff as well as supervise adult volunteers
- Proficient in using Microsoft Office programs

Important Characteristics:

- A Christ-like spirit of acceptance, warmth and conviction. This includes the need for a consistent devotional life
- Have a pleasant, receptive manner that values people
- Flexibility to adapt to changes that arise
- Be a role model for children and youth seeking to grow in their Christian faith
- Ability to manage & maintain materials and supplies as well as budget and allocate financial resources

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
- 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 brainstorming details for the event as well as helping to organize and complete in a timely fashion
- Ensure events are on the church calendar
- Organize 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
- Check & track attendance for youth SS classes
- Encourage and support volunteers in their leadership roles
- 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 Director of Student Ministry is the responsibility of the Staff Parish Relations Committee

Benefits, Vacations and Sick Leave

See Employment Handbook

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.