



## **ADMINISTRATIVE ASSISTANT TO STUDENT MINISTRIES 2022**

### **1.0 FUNCTION**

To provide effective and efficient administrative support for all of Student Ministries, including the Director of Student Ministries. The Administrative Assistant to Student Ministries must be able to represent with authentic agreement the church's positions and explain both the content and the heart in interactions with the church family and those outside the church membership in all ways required as a result of the ongoing duties of the job.

### **2.0 RESPONSIBILITIES**

#### **2.1 General Office Support**

##### **2.1.1 Administrative Responsibilities**

- Check/respond to emails and voicemails
- Submit weekly timesheets

##### **2.1.2 Financial Responsibilities**

- Create and maintain departmental budgets
- Collect funds and submit deposits
- Process monthly visa statements
- Reconcile departmental budgets every other month
- Keep track of incoming scholarship money
- Submit check requests and reimbursement forms for payment

#### **2.2 Alive Student Ministry Support**

##### **2.2.1 Miscellaneous**

- Order devotional books, other books (e.g. "thriving at college"), game equipment, supplies, etc.
- Keep inventory of snack shop and dollar dinner items
- Order and pick up snack shop and dollar dinner items as needed
- Make new leader name tags
- Maintain current records of students, parents, and leaders in PCO

##### **2.2.2 Communication**

- Oversee or send out all communications including e-mails, texts, phone calls to parents, students and leaders
- Email first time guests from the previous Sunday and enter their number into mojo
- Maintain the Alive website including weekly updating of events (sign-ups, registration forms), calendar, parent information, etc.
- Make flyers
- Post on ALIVE social media accounts
- Contact and set up meetings with potential new volunteers

##### **2.2.3 Sunday Preparation**

- Set up worship slides and sermon slides as needed
- Restock snack shop items
- Prep weekly announcement flyers and create new flyers / posters as needed
- Contact unconfirmed life group leaders in PCO
- Make ALIVE worship notebooks

##### **2.2.4 Activities/Events**

- Reserve rooms

- Set up registration through PCO when needed
- Execute Print Jobs
- Coordinate with vendors/venues-reservations, payments, etc. as needed
- Purchase materials and food as needed
- Set up for Family Huddles
- Give support to leader retreat in Orlando, FL
- Give support to National Day of Volunteer Youth Ministry Training
- Help individual life groups with their events-reserving rooms, social media, email communication, etc.

#### 2.2.5 Summer Camps, Retreats, and SLU

- Communicate with various places regarding scheduling, payments, registrations
- Prepare registration forms/packets and make available and online for camps
- Communicate with parents and students regarding registration, payments, and deadlines for camps
- Physical representation at check-in for winter retreat, summer camp, etc. (to answer questions, help Director, etc.)
- Keep excel document of all students, contact info., payment history, and remaining balances
- Organize all details and payments regarding transportation

#### 2.2.6 Other Summer Events

- Reserve rooms
- Bring support to bi-weekly hangouts
- Provide support for Deeper Weekend planning, registration, equipment/materials organization, teaching and worship slides, worship notebooks, coordinate with vendors, etc.

#### 2.2.7 Child Safety

- Communicate process to volunteers and provide appropriate paperwork
- Follow up with individuals who are in process; send appropriate reminders, etc.
- Communicate volunteer status to director and inform appropriate individuals on process completion

### 3.0 ACCOUNTABILITY

The Administrative Assistant to Student Ministries is accountable to the Director of Student Ministries and will report on all activities on a regular basis or as requested.