

All Saints Presbyterian Church

JOB DESCRIPTION

JOB TITLE: Administrator for Children & Youth Ministries

REPORTS TO: Director of Finance & Operations

OVERALL MISSION:

To serve our Triune God by facilitating the daily work of the children and youth ministry staff and coordinating administrative details of ministry events, and to play this role with excellence, that All Saints might live as the body of Christ in Austin for the world.

SCOPE OF POSITION:

The Administrator for Children & Youth Ministries will be responsible for providing administrative support to these ministries as outlined below. This is a full-time position: 38-40 hours/week, Sundays-Thursdays, including some evenings. *However, a part-time position in a similar role may also be available.*

SPECIFIC RESPONSIBILITIES:

Administrative Responsibilities

- Assist ministry staff, as needed:
 - Regularly submit mileage reimbursements, phone reimbursements, business expense reimbursements, and receipts to the Finance Department.
 - Research topics as requested.
 - Facilitate communications between the children's and youth ministries and the rest of the church staff, the congregation, and others.
- Submit event reservation request forms for all on-site events. Be aware and take ownership of all related event logistics. Submit a childcare request form when applicable. Create an event registration and/or payment form as needed.
- Maintain the portions of the church website related to assigned ministries. Get another set of eyes on all publications prior to release.
- Send out emails (through Constant Contact) for assigned ministries. Get another set of eyes on all publications prior to release.
- Keep the church event calendar accurate and updated.
- Know when you and your assigned ministry staff will be out of the office or out of town. Record such dates on the Staff Away calendar (Google calendar), in MSP (Ministry Scheduler Pro), and on the Pastor Scheduling spreadsheet (Google sheet).
- Help to troubleshoot IT issues (with the support of others when needed) for those staff whom you assist.
- Attend full staff and operations staff meetings.
- Help to maintain a positive work environment:
 - Help to receive and welcome guests when receptionist is out.
 - Answer the office phone as needed.
 - Restock supplies when you notice something requiring attention.
 - Load/run/empty the office dishwasher when needed.
 - Help to keep the shared office areas tidy.
 - Let someone know if you see something that requires further attention.
- Other duties as assigned.

Coordinative Responsibilities

In addition to the above administrative tasks, and toward the end that the assigned ministry staff may focus fully on the tasks of ministry and program development, and to foster a sufficient understanding of the climate, tasks, and vision of ministry programming, the following Coordinator tasks will be assigned to the Administrator:

- Serve occasionally as a substitute on the CSOD rotation in the Children's Hall Sundays and at special services.
- Assist the elementary coordinator in preparing for seasonal events such as Vacation Bible School.
- Coordinate and faithfully attend youth ministry programming, including:
 - Sunday night youth groups
 - Seasonal youth events (i.e. Pig Jig, football parties, Christmas parties, etc.)
 - RYM Colorado
- Lead one weekly small group
- Coordinate weekly meetings between youth ministry staff
- Assist in the coordination of Youth Small Groups, including
 - Assisting the youth ministry staff in ensuring that as many students as possible are in a small group.
- "Congregational Care" of the youth ministry, including:
 - Updating and sorting the youth ministry roster
 - Notifying youth ministry staff if any students seem to be "falling through the cracks"
- Build toward the long-term sustainability of Youth Ministry Event Planning by:
 - Creating youth ministry event Binders.
 - Gathering and leading a youth ministry Event Team

SKILLS AND QUALIFICATIONS:

1. Mature love for Christ and practice in following him.
2. Evident love for Christ's Church and the particular community of All Saints.
3. Enthusiasm for the mission and vision of All Saints.
4. Able to plan, execute and manage events from start to finish, including any/all volunteers
5. Able to remain calm and consistent amid crises and maintain a high level of discretion.
6. Able to take direction and carry out tasks as requested in a timely manner.
7. Hard working, committed to excellence, and self-motivated.
8. Humble and teachable spirit.
9. Strong organizational skills and attention to detail.
10. Strong written communication skills.
11. Experience with Microsoft Office, Constant Contact, multi-function printers.

CLASSIFICATIONS: Full-time*, non-exempt (per FLSA; eligible for overtime pay), non-ministerial (per IRS and FLSA), operations staff, administrative support staff

**However, a part-time position in a similar role may also be available.*