



MATTHEWS UNITED METHODIST

MATTHEWS UNITED METHODIST CHURCH
JOB DESCRIPTION
2023

TITLE: United Youth Administrative Assistant

FLSA STATUS: Full Time (30 -35 hours) Non-Exempt

EXPECTATION:

It is expected that each member of the MUMC staff will worship regularly; will attend to their spiritual growth through participation in a small study group or regular devotional time and through the discovery and employment of their spiritual gifts; will give regularly in support of ministry; will pray for the ministry and mission of MUMC; will participate in continuing education activities related to the appropriate areas of responsibility.

PRIMARY FUNCTION:

To support the Director and Associate Director of Age-Level Ministries in implementing a year-round ministry program for youth in Grades 7 – 12 in conjunction with the overall ministry of Matthews UMC. Provide assistance and functional support for all youth ministry programs.

SUPERVISION RECEIVED:

Works under the direction of the Director of Age-Level Ministries & United Youth Associate (7th - 9th Grade) and Staff-Parish Relations Committee

SUPERVISION EXERCISED:

Direct supervisor for the following staff positions (if applicable): Volunteers

QUALIFICATIONS:

EDUCATION: Prefer a two year college degree or a high school degree with at least three years of experience.

Experience: Experience in a professional office environment is preferred, as well as experience in organizing large group events and activities in a secular or church setting. Familiarity in working with youth or young adults is a plus.

SKILLS: A passion for working with young people and their parents is required. Knowledge of the current youth culture and a heart for the spiritual growth of young people. Requires excellent verbal and written communication skills with attentiveness to details.

KNOWLEDGE: Proficient in the use of computer and Microsoft Office software programs; ability to multitask, be flexible and meet last minute deadlines; maintains confidentiality of sensitive information without exception.

PERFORMANCE RESPONSIBILITIES:

1. Assists with implementing youth ministry goals in accordance with the mission and strategic objectives of MUMC.
2. Maintains youth database, service hour forms, and all release forms & medical concerns United Youth, College-Age, & Young Adults.
3. Assists in processing money collected for United Youth, College-Age, and Young Adult Ministry events.
4. Submits and tracks United Youth, College-Age, & Young Adult attendance records for all events & programs.
5. Prepares, prints, copies and distributes material as directed for various Youth Ministry activities.
6. Corresponds with Youth, parents, volunteers of Grades 7 – 12, through phone calls, regular mail and/or emails.
7. Orders paper products and supplies as needed.
8. Assists with preparations for retreats.

9. Provide in-person administrative support and hospitality weekly at United Youth Group (Sundays; 4PM - 9PM), along with other United Youth, College-Age, and Young Adult events as needed.
10. United Youth Worship Support including but not limited to: ProPresenter and materials needed for weekly worship. Collect & distribute weekly Prayer Request email.
11. Coordinate & executes weekly Cafe included but not limited to: meal coordination, volunteers, inventory, financial tracking/deposits and purchases.
12. Hospitality volunteer coordination for weekly United Youth Group & other United Youth Events through the year.
13. Responsible for tracking visitor retention and making sure swag & visitor gifts are prepared.
14. Care Ministry Coordinator including but not limited to: deliveries, birthday cards, care packages, meal coordination, etc.
15. United Youth mid-week ministry administrative support (Praise Team & Wednesday Groups).
16. Provides primary administrative assistance to United Youth Associate for 7th – 9th Grades, which includes ROCKS, 8th & 9th Grade Mission Experience.
17. Attends all staff and leadership meetings as required.

LINE OF AUTHORITY: Director of Age-Level Ministries & United Youth Associate (4th - 9th Grade), Staff Parish Relations Committee

NOTE: The responsibilities identified above are not intended to be all-inclusive. There are numerous tasks essential to the successful fulfillment of our mission to *Reach, Teach, Praise* and *Serve* in the name of Christ; therefore, an employee may be assigned other related projects by the supervisor, team leader, or the Staff-Parish Relations Committee.

TERMS OF EMPLOYMENT:

At will, Full-time, 30- 35 hours, to include 5 hours on Sunday evenings bi-weekly

EVALUATION:

Performance will be formally reviewed annually. The review of this job description will be a part of the annual review.

Employee	Date
Supervisor	Date
Representative, Staff-Parish Relations Committee	Date