ABC Community Church

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| **Job Title** | **Youth Ministry Assistant** | |
| Position reports to:  Salary range:  Employment status: | | Youth Ministry Coordinator  $XX,000 – $XX,000  Part-Time/Nonexempt |
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| **Position Overview** | | |
| Responsible for ensuring youth ministry area is organized and stocked for weekend services and special events. | | |
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| **Principal Accountabilities** | | |
| * Keeps supply list and ensures youth ministry area remains stocked and replenished. * Orders supplies for youth ministry, including administrative offices. * Keeps drawers, closets and shelves in youth area organized and labeled for easy reference. * Works with youth coordinator to ensure props and supplies are available to support teaching plan. * Provides administrative support to youth coordinator by assisting with youth communications and service planning. * Assists in planning and supporting all youth ministry events. * Performs other duties the youth ministry coordinator requests. | | |
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| **Job Skills Required** | | |
| * Excellent organizational skills * Experience working with youth | | |
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| **Educational Requirement** | | |
| * High school diploma | | |
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Updated: 7-10, 7-11, 7-12

Updates Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_