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,000Part-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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_