

ADMINISTRATIVE ASSISTANT TO THE
DIRECTOR OF CHILDREN AND YOUTH MINISTRY
JOB DESCRIPTION 9/2023

Under the direct supervision of the Director of Children and Youth Ministry (DCYM), the Administrative Assistant to the DCYM provides support for the DCYM, the Children and Youth Ministry Committee and volunteers, and UUSE families, children, and youth participating in our CYM Program.

AREAS OF RESPONSIBILITY:

COMMUNITY:

- Greets newcomers and directs them to the appropriate class or activity; helps all to feel welcome; distributes registration forms, handbook, and other program information.
- Assists Children and Youth Ministry Committee and DCYM in providing and implementing events and activities for children, youth, and families and All Congregational events.
- Provides hospitality on Sunday mornings on the Garden Level (coffee, snacks, juice, etc.)
- Creates and maintains bulletin boards and other attractive displays.

CYM TEAM SUPPORT:

- Attends monthly CYM Committee meetings; records and distributes CYM Committee meetings minutes.
- Assists teachers and volunteers as needed; obtains/finds necessary program supplies; assists with teacher team communication and schedules.
- Acts as supply coordinator; organizes and maintains supply closet.
- Substitutes for DCYM or teachers as necessary.

ADMINISTRATION:

- Collects and posts CYM Committee announcements and information around the UUSE building, including bulletin boards, lobbies, and restrooms.
- Submits CYM Committee announcements and information in a timely manner to appropriate UUSE media (i.e. website, eblast, Facebook pages, monthly newsletter and press releases.)
- Provides clerical and computer support.
- Helps implement registration; maintains registration files and other records.
- Updates and provides class and team lists.

- Takes weekly attendance and maintains attendance roster; reports attendance to CYM Committee monthly; reports total numbers of children and adults in CYM area each Sunday to office administrative assistant.
- Meets with DCYM regularly; keeps office hours.

EQUIPMENT AND SUPPLIES:

- Maintains cleanliness and organization of CYM space including CYM workroom, kitchen and storage areas.
- Oversees AV equipment including cameras, TV, DVD player, CD players.
- Helps maintain CYM curricula and library.
- Oversees general supplies and materials including purchase as necessary.

REQUIRED COMPETENCIES AND ABILITIES:

- Enjoys being with children and adults.
- Acts as a member of a cooperative team.
- Is reliable, works independently and welcomes direction.
- Has significant computer skills, including experience with Google docs, MS Office and Powerpoint software, graphic design programs, and social media platforms.
- Has strong organizational skills.
- Able to lift and carry up to 40 lbs.

Hours are flexible and average 10-12 hours per week, year round. Includes most Sundays (8:30-1:00) with additional hours as agreed. Varied summer hours.

Subject to background checks.