



<b>Job Title</b>	Next Generation Ministry Assistant
<b>Reports to</b>	Pastor of Next Generation Ministries
<b>Direction of Others</b>	NA
<b>Created Date</b>	8.13.24

### **GENERAL SUMMARY**

Under the direction of the Pastor of Next Generation Ministries, the Next Generation Ministry Assistant, will provide administrative support and coordination to the Next Gen Ministries Staff, volunteers, youth, and families. (Birth – post-graduate).

### **ESSENTIAL JOB DUTIES/RESPONSIBILITIES**

#### **Lakeview Kids**

- Assist with the coordination/scheduling and communication to Lakeview Kids volunteers and families.
- Prepare necessary curriculum and materials for the Lakeview Kids volunteers as required throughout the ministry year.
- Manage attendance sheets on a weekly basis.
- Coordinate forms, registration document, payments (if applicable) for ministry events.
- Provide increased support/time during the annual Summer Adventure Camp. May include but not limited to: registration, curriculum, supplies, room set-up, snack coordination, communication, etc.
- Maintain up-to-date database information via Shelby and Constant Contact
- Coordinate Ministry Safe requirements and background checks for ministry volunteers

#### **Lakeview Youth**

- Assist with the coordination/scheduling and communication to Middle School/High School ministry volunteers and families.
- Download and prepare necessary curriculum and materials for Lakeview Youth volunteers as required for the ministry year.
- Manage attendance sheets on a weekly basis using Shelby.
- Maintain up-to-date database information via Shelby and Constant Contact
- Coordinate forms, registration document, payments (if applicable) for ministry events.
- Assist with shopping required for ministry supplies (Sam's Club, Amazon, etc.)
- Assist with preparations for ministry trainings
- Coordinate Ministry Safe requirements and background checks for ministry volunteers

#### **Lakeview Young Adult**

- Maintain up-to-date database information via Shelby and Constant Contact
- Assist in making arrangements for events, gatherings, and trips

#### **Office**

- Additional miscellaneous office tasks and responsibilities as needed

**EDUCATION REQUIREMENTS AND PREFERENCES**

High School diploma or equivalent

Faithful follower of Jesus

Regular attendee of Lakeview Covenant Church

**EXPERIENCE**

Previous administrative experience strongly preferred

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent organizational skills
- Must have good verbal, written, and interpersonal skills
- Must be able to relate hospitably over the phone and in-person with all types of people

**WORK ENVIRONMENT**

Church office setting

**COMPENSATION/TIMELINE**

\$17.00 per hour

25 hours per week

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.