



Youth Administrator: Role Description

Purpose: To assist with administration tasks for Young People's work.

Reports to: Dave Poulson, Associate Pastor (Young People Lead)

Time Commitment: 1 to 2 hours per week

Key Responsibilities:

- Counting income from Friday Kids and ensuring the amount is recorded
- Banking (via the post office or the treasurer) termly or half-termly
- Entering details of new young people into Church Suite, and adding them to the appropriate register
- Writing and sending birthday cards to those in Years 7 to 13.
- Other youth work admin tasks as agreed between Dave and the administrator.

Success Looks Like:

- Dave being relieved of some of his repetitive tasks enabling him to spend more time on other aspects of his role.