
Perrow Church

FAMILY & YOUTH MINISTRIES

Youth FAMILY



ADMINISTRATIVE ASSISTANT

5345 Big Tyler Road • Cross Lanes, WV 25313
304.776.1511 • www.perrow.org/youth

Jesse Wisnewski, Director of Family & Youth

Perrow Church Family and Youth Ministries

“The Perrow Family and Youth Ministries mission is to both encourage and equip the parents, caregivers, and congregation in fostering the commitment to Christ, the commitment to the body of Christ, and the commitment to serving Christ, among children and youth in Cross Lanes and beyond.”

Job Title: Administrative Assistant

Job Purpose: The primary purpose of the Administrative Assistant is to assist the Director of Family and Youth Ministries of Perrow Church by completing detailed administrative tasks

Job Qualifications: The Administrative Assistant should be someone recognized as a mature believer who is committed to Jesus Christ, committed to the Body of Christ, and committed to serving Christ within the local expression of His body at Perrow Church. This individual should be gifted in and have a passion for administration. Due to the duties that this person will be undertaking, it is asked that this individual have a basic knowledge of computer skills, such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel, internet, and e-mail. Also, this individual should possess basic research abilities.

It is important to note that the Administrative Assistant is not required to, but is encouraged, to participate in the Family and Youth Ministries programs and events. Finally, the Job Duties listed below can be negotiated and changed if necessary.

Job Duties:

1. Registration:
 - a. A primary area of administration will be to weekly record the students that attended our weekly meetings and to register students for camps, retreats, special events, etc... This will include the following tasks:
 - i. Keeping a record of students that attend events
 - ii. Handling finances for each event (including fundraisers, scholarships, and trip expenses)
 - iii. Collecting and recording deposits
 - iv. Collecting release forms
2. Records:
 - a. The goal is to keep track of which students are participating in our weekly youth events and programs. We will use the church database to help keep accurate records of student's involvement. This will allow the Family and Youth Ministry staff and volunteers to better minister to all parents and youth.

Job Duties Continued:

3. Research:
 - a. The administrative assistant will help find needed information pertaining to the Family and Youth Ministry programs and events. This includes, but is not limited to the following:
 - i. Sermon illustrations (pictures, quotes, videos, and examples)
 - ii. Retreat facilities (summer camps, weekend retreats, skiing, etc.)
 - iii. Prices
 - iv. Transportation
 - v. College previews
 - vi. Parenting Seminars
 - vii. Resources for *The Journey, D-Groups, Parenting, Youth Culture, Sunday School, and Small Group Materials*.
4. Recruitment:
 - a. The Administrative Assistant will help recruit other parents, caregivers, adults, and youth, to participate in the various Family and Youth Ministries programs and events.
5. Contact
 - a. The Administrative Assistant may be asked to return some phone calls, e-mails, or letters that the Director of Family and Youth receives throughout the year.

Time Commitment:

Recognizing that the Administrative Assistant position is voluntary, we can ask only that one give what they have the time to give. The time required to fulfill this responsibility will vary from season to season, but a small amount of work will be needed each week.

1. The Administrative Assistant is asked to meet commit for a period of 1 year, totally 52 weeks.
2. The Administrative Assistant can expect to serve a total of 1-3 hours per week.

Supervision Received From: The Director of Family and Youth Ministries, Jesse Wisnewski. The Administrative Assistant can expect the following from the Director of Family and Youth Ministries: (1) To be contacted weekly for the purpose of encouragement, debriefing, and determination of work; (2) To be properly trained, supported, and resourced with necessary materials; (3) To meet for an evaluation at the end of six months; and most importantly (4) To be prayed for regularly.

