

La Jolla Presbyterian Church

Position Description

POSITION Title: ADMINISTRATIVE ASSISTANT HS/MS MINISTRY

Department: Family Ministries

Date: Sept 2024

Employment Status:

Regular Exempt
Temporary Non-Exempt
Full-Time
Part-Time Hours per week: 10-12 hrs/week
Intern/Co-op

Supervisor's Name/Title: Sophie Nicles High School Director and Abe Musto Middle School Director

A. POSTION SUMMARY:

Explain the basic purpose of the position and summarize the responsibilities:

The Administrative Assistant will support the Directors of HS & MS Ministries by handling tasks such as clearing students/volunteers, scheduling rooms, communications, camp prep, & credit card reconciliation, as the Directors will seek to create opportunities where students can grow deeper in their faith in Jesus Christ.

B. DUTIES & RESPONSIBILITIES:

List the required responsibilities of the position, starting with those that are most important. Use brief sentences that begin with action verbs (e.g., conducts, operates, prepares, coordinates, etc.) Estimate the percentage of total annual work time spent on each responsibility listed. **All essential functions must be performed safely, accurately, efficiently, effectively and within management's standards/directives in order to meet the requirements for this position.**

Essential Functions/Responsibilities	Approximate % of Time
1. Clearing Students & Volunteers: Storing, tracking, follow up, updating Planning Center database green/red sheets. Volunteer background checks & roster.	25%
2. Planning Center: reserve spaces, set-up sheets. Manage database profiles of students/parents/volunteers	25%
3. Communications: create mailing labels, compile & send monthly email newsletter	20%
4. Camps: bus reservations, insurance, manage check in forms, camp binders, Check-In, process payments, ensure students cleared for camp	15%
5. Finance: process credit card statements/receipts. Update google drive budget monthly.	15%

Marginal Functions/Responsibilities (those performed occasionally or in addition to essential functions)

Approximate % of Time

1. Meet weekly with Directors to implement vision for ministry

Reacts to changes in productivity, and performs other duties as assigned. Total = 100%

Explain the type of supervision the incumbent will receive after the training/introductory period (e.g., receives close supervision related to specific work activities; routine duties are performed with minimal supervision; receives very general guidance--work is usually quite independent; subject only to very broad communication, etc.)

After introductory period and training, receives very general guidance--work is usually quite independent; subject only to very broad communication.

Explain any supervisory responsibility (e.g., selecting employees, assigning tasks and directing work, approving overtime and/or leave, evaluating performance, recommending salary increases, resolving employee complaints, taking corrective/disciplinary action, terminating an employee, etc.)

N/A

Explain any access to confidential information?

While managing the budget, there will be access to confidential salary information. All confidential information received from staff and/or congregants must be kept confidential until release is obtained by the disclosing party.

Explain any fiscal responsibility (access to/handling of church/customer funds; budgeting responsibilities; approval privileges on purchase orders and check requests; reporting and auditing functions, etc.)

Know how to manage a budget, pay bills on time, keep funds received for camp and other payments in the safe until ready for counting.

Explain if it is important that the incumbent of this position be able to communicate fluently in English?

Must speak and write English fluently.

Explain the extent of public contact (list individuals/organizations with whom the incumbent will have contact. Indicate type and frequency):

Expected to represent La Jolla Pres and its vision to the youth, parents, congregation and church groups.

C. Minimum QUALIFICATIONS needed to perform the positions:

Education/training

(What is the minimum level of education/training necessary to prepare a person with the knowledge or skills to perform the essential functions of this position?):

High School degree required.

Work experience

(How many years, and what prior work experience is necessary to perform the essential functions of this position? At what level?):

Experience in administrative duties, related field.

Skills & abilities

(What competencies/proficiencies, talents, knowledge--united with readiness and dexterity, etc. are needed):

Strong administrative and communication skills required. Basic computer skills required.

Other job related requirements (i.e. Necessary licenses, certifications, etc.):

A devoted follower of Jesus Christ.

Preferred qualifications

(describe any additional education, work experience, skills/abilities, etc. which are desirable in addition to minimum qualifications):

Detail oriented, able to handle tasks unsupervised after training completed.

Pressure of work (What pace, volume of work, distractions, etc. are encountered on the job?):

Often fast pace work environment, ability to troubleshoot problems without direct supervision.

Machines/Equipment/Tools/Software

(List machines, equipment, tools, and specific computer software used regularly in the work of this position. Indicate the frequency with which each is used):

Proficient in using copy machine, PC computer. Software includes: Microsoft Office, Email, Planning Center

Working Conditions

Are there particular working conditions associated with this position which should be noted (i.e. working environment, noise, temperature extremes, hours of work, travel, workspace, unpleasant conditions, etc.) Include protective gear that must be used or worn.

Yes No

If yes, please explain:

Sunday is a regular work day for this position.

Analysis of Physical Demands of Position

Check physical demands that apply. Then briefly describe responsibilities that require the physical demands checked, and the appropriate percentage of time or weight where required.

- 1. Strength:
 - a. Standing 35 % of time _____
 - Walking 35 % of time _____
 - Sitting 30 % of time _____
 - b. Lifting 10-40 pounds _____
 - Carrying 10-40 pounds _____
 - Pushing 10-40 pounds _____
 - Pulling 10-40 pounds _____
- 2. Climbing _____
- Balancing _____
- 3. Stooping _____
- Kneeling _____
- Crouching _____
- Crawling _____
- 4. Reaching _____
- Handling _____

