

**University Place Presbyterian Church (UPPC)  
Youth & Children's Ministries Admin Assistant  
Job Description**

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**DEPARTMENT:** Youth and Children

**WAGE CATEGORY:** Part Time Hourly (20-25 Hours)

**REPORT TO:** Minister of Youth and Children

**ABOUT UNIVERSITY PLACE PRESBYTERIAN CHURCH**

UPPC is a unique, grace-filled community where you can be yourself as you engage in worship, small groups, youth activities, outreach to the community, mission trips, or just come be surrounded by people who are trying to intentionally live the Gospel. One of the distinct things about our church is that we're an all-generations community. There's a place for you here - you are invited to participate!

Our Code

As a Family of Faith, We ...

- **Are In This Together:** We comfort and care for our brothers and sisters in Christ, here and around the world.
- **Make Room:** We value sacred space in a secular world - our gatherings are a place of Holy Spirit moments and great healing.
- **Love Kids:** We honor children and youth - through spiritual growth and general nurture - as a foundation for all we do.
- **Create:** We celebrate music and the arts to lift our hearts, enhance our worship, and celebrate God's goodness with others in and outside the church.
- **Embrace Messiness:** Guided by the word, embracing both spiritual truth and divine grace, as we share life's faith journey in all its messiness and all its glory, together.
- **Share:** We share our abundant blessings generously - through service and mission, talent and treasure.

**JOB DESCRIPTION:**

The Assistant to Youth and Children Ministries with UPPC is one who is self-motivated, works well independently but sees himself/herself as a team player, has a high attention to detail, dependable, dedicated, and has high integrity and work ethic. This position is also one who has desire to continue to grow professionally and spiritually, and one who will feel comfortable developing an in-depth knowledge of UPPC and its ministries.

**RESPONSIBILITIES INCLUDE:**

- Assist the Ministers and Directors of Youth and Children's Ministry in communication and volunteer coordination
- Attend mid-week youth and children's programs on Wednesday nights
- Coordinate and participate in Family Ministry Team planning meetings and other ministry team ministries as necessary
- Help coordinate camps for Children's, Jr High, and High School ministries for both winter and summer, including registration, logistics, and communication
- Assist the Children's Ministry Director with event planning of Day Camp
- Assist the Youth Ministry department with event planning as needed
- Help with Youth Ministry financial responsibilities including Accounts Payable and reconciling accounts
- Help coordinate other events throughout the year such as Fun Fair, Community Christmas, and other smaller events.
- Work with staff, custodians and volunteers to ensure set up and event logistics are achieved successfully for all family ministry events
- Assist the Youth and Children Ministries in general office duties (correspondence, phone calls, computer tasks, scheduling appointments, calendar management, contact management, mail, email, organizing and file maintenance, etc.)
- Potentially lead a Youth Ministry small group

**SKILLS AND QUALIFICATIONS:**

- Ability to learn technical and organizational systems and software quickly
- Ability to work on teams to complete projects
- Must be a good listener and effective communicator, both written and verbal
- Organized, and detail-oriented
- Able to remain attentive to daily job requirements with ongoing interruptions
- Ability to adapt to changes "on the fly"
- Ability to use initiative and independent judgment within established guidelines
- Skilled in handling sensitive and confidential matters pertaining to the church, its members, governing board, and staff
- Strong interpersonal skills, able to work with people from all walks of life
- Administrative experience in a church (preferred)
- Bachelors Degree (preferred)

**JOB CONDITIONS AND ENVIRONMENT:**

- Work is generally performed in a clean, pleasant, and comfortable office environment
- Extended time is expected to be worked at a computer work station
- Workday is expected to have a high number of interruptions from phone calls, staff questions, and requests for information from other employees

- Willingness to assist and collaborate on projects that others are leading is a necessary expectation and priority
- Physical demands require the ability to sit at a desk for extended periods of time, occasionally stoop, kneel or crouch, climb stairs, use hands and arms to reach for, grasp, and manipulate objects, and frequently lift objects weighing up to 25 pounds