

VOLUNTEER OPPORTUNITY

VOLUNTEER ROLE: Youth Administrator

TEAM: Youth Team

RESPONSIBLE TO: Alice Hampson

NUMBER OF HOURS: 4 - 7 hours per week

JOB PURPOSE:

To support the youth team in administrative duties to ensure efficiency and effectiveness across the youth ministry

KEY ACTIVITIES

1. Assist in the planning and organising of trips and events
2. Arrange meetings, book rooms, plan refreshments
3. Sending letters, updating spreadsheets and online ordering
4. Printing and cutting promotional material
5. Maintain and oversee stock purchasing for youth bar
6. Organise rota's, liaising and communicating with teams as required
7. Liaising with other departments as necessary

ADDITIONAL INFORMATION

Preferably to be carried out within normal working hours at KingsGate.

