



Admin Assistant

Ministry: Good News Club

Volunteer Role: Admin Assistant

Purpose Statement: Assist with administrative tasks at club and behind the scenes

Responsibilities:

- Be present on a consistent basis; missing a club should be an exception
- Arrive early for prayer and to help with set up; stay to help clean up
- Assist the coordinator in administrative aspects of the club:
 - Registration forms & flyers
 - Name tags
 - Attendance
 - Check-in and dismissal
 - Record keeping
 - Certificates and awards
 - Monthly reporting of stats
 - Communication with school office
 - Following up with children who miss club

Time Investment: Approximately 2-4pm, once per week, plus planning and preparation

Commitment: Weekly during the school year (September -March/April)

Requirements:

- Be a Christian pursuing a growing relationship with Jesus, which includes consistent prayer, Bible reading, and connections with other Christian peers
- Background Check/Application/Approval
- Child Evangelism Fellowship Statement of Faith agreement & Child Protection Policy
- Online New Volunteer Orientation (approximately one hour, whenever you are able)
- Annual in-person training (one day, 8:30am-12:30pm)
- Monthly training videos and enrichment via email and private Facebook group



SCAN ME

Learn More About Good News Club: CEFSouthernCrescent.org