

Altamont Reformed Church Youth Ministries

Volunteer Job Descriptions: Administrative Tasks for Combined Youth Group Ministry

1. Serve as Chairperson for Combined Youth Group Committee (CYGC)
 - a. Generate meeting agendas (approximately 2-3 per calendar year)
 - b. Chair every-other CYGC meeting (run/lead meetings following the agenda; approximately 2-3 per calendar year)
 - c. Generate meeting minutes or make arrangements for a committee member to generate minutes
 - d. Send meeting minutes to chairperson of ARC's Youth Ministry Committee and Office Administrator

2. Organize/Plan activities and events
 - a. Community service opportunities:
 - contact organizations and make arrangements for youth to volunteer there (including dates, times, details such as what the youth may do while there)
 - determine transportation (i.e. meet at LRC/ARC and carpool to destination and back to LRC/ARC or home; parents are responsible for transportation to and from community service destination)
 - generate permission slip (using template if desired; include all details i.e. place, date, time, transportation, contact person from ARC/LRC, description of activity, etc. Print out several hard copies of permission slip and post on ARC's Youth Ministries Bulletin Board. Send by email to person who will be doing the RSVP emails to youth and parents.
 - b. Gatherings/meetings
 - plan games, activities, and food (ask students to decide what they want to play, plan youth group favorites i.e. volleyball with beach ball, sardines, spoons, etc., use Internet and/or books as resources for games and activities for youth)
 - c. Lock-ins/Sleepovers
 - Form a small team to plan activities such as games, crafts, movie, snack time, etc.
 - Type up a schedule
 - Generate permission slip (using template if desired; include all details i.e. place, date, time, transportation, contact person from ARC/LRC, schedule, etc.). Print out several hard copies of permission slip and post on ARC's Youth Ministries Bulletin Board. Send by email to person who will be doing the RSVP emails to youth and parents.

3. Recruit volunteers to chaperone events and activities and recruit volunteer drivers for carpooling to events and activities. Communicate with members of CYGC and RSVP coordinator by email to let them know who will chaperone and drive for events.

4. Generate schedules of events and send by email to CYGC and youth and parents, to the chairperson of ARC's Youth Ministry Committee, to Theresa Lasselle for inclusion in the ARC Lite and to ARC's Office Administrator, typically 3 schedules per year: Fall semester, Spring semester, and Summer. Print out several hard copies of schedule and