**CLC Position: Ministry Assistant: CCMS**

The Ministry Assistant/Secretary will be a permanent hourly position whose normal hours will run from 10:30 AM to 3:30 PM on days when students are in the building. Summer schedule will be set by the director and will include but is not limited to a weekly deposit, mission projects, and other work/training days. The person will also be required to attend board meetings, the annual 5K, annual Banquet, and any other events held by the CLC. The Ministry Assistant/Secretary will have the responsibility of assisting the Director in accomplishing the mission of the Gilmer Christian Learning Center. The Mission is summarized in the following mission statement which has been adopted by the Board of Directors:

**“The Gilmer Christian Learning Center exists to provide a comfortable, yet challenging environment for the teens of Gilmer County to encounter God through Jesus Christ and respond to His purpose for their lives.”**

This individual will be in direct contact with our community.  Our ministry assistant must be adept at interacting with people, by phone, email, newsletter, thank you cards, and in person.  This individual must handle themselves in a professional manner while demonstrating the love of Christ as they interact with the school system, donors, parents, and students.

The Ministry Assistant/Secretary shall assist the Director in planning, organizing and executing the banquet, 5K, and any other events the CLC holds throughout the year. This includes but is not limited to long range goals. The Ministry Assistant will need a working knowledge of Word, Excel, Power Point, and Quick Books.

Responsibilities include:

* Answering the phone and taking messages. Check the answering machine daily.
* Check the CCMS box at least 2 times a week.
* Check class attendance when the primary teacher is absent
* Maintain the snacks to provide a well-stocked selection for the students. These should be restocked as needed and the purchase/order of snacks and drinks is the responsibility of the Ministry Assistant.
* Keep a total of the profit/loss of snacks/drink purchases
* Run the snack bar as student buy snacks before and after classes.
* Make a deposit from drink and snack sales weekly.
* Help with the monthly newsletter: address and stuff envelopes, stuff the letter.
* Take pictures of students and classes. Make sure pictures get to Caitlin
* Help with giving statements during the month of January
* Help with Thank you card and In Memory/In Honor cards.
* Help with Thank you cards for 5K and Banquet
* Spend time daily maintaining the cleanliness of the building. This includes vacuuming as needed, straightening, restocking bathrooms, kitchen, classrooms and foyer. These should be part of the daily routine and include a thorough cleaning of the bathrooms once a week. Taking the trash and wiping surfaces should be done often.
* Along with the director, plan, prepare, and execute a successful 5K.
* Keep in contact with sponsors, keep up with registration before the 5K and handle registration during the 5K. Contact board members for sponsors, send post cards to previous runners, assemble packets for teams, contact coaches, place orders for t-shirts, medals, banners, etc
* Keep a list of items for the 5K for race day and gather the items for the day.
* Help the director and Caitlin plan, prepare, and execute a successful banquet.
* Assist in ordering supplies for CLC- offices supplies, cleaning, anything needed.
* This position will be the safety monitor at CLC/CCMS. This person will be responsible for conducting fire drills, tornado, earthquake, bomb, and intruder drills. This person will also be responsible for contacting the director if any incident happens at CLC/CCMS.
* The director, alone shall talk to the media if an incident should occur. Never speak to the media.
* Ultimately this position is a ministry position. While this job description describes the primary *work* of the Ministry Assistant/Office These duties are to be considered the normal routine of this position. Other duties may be assigned by the Director as the need arises.

Please note that these hours may change once we get the actual school schedule.