



**FIRST UNITED METHODIST CHURCH
Youth & Family Complex**

Position Description

Position Title:	Youth & Family Complex Office Administrator/ Church Calendar Coordinator
Reports To:	Director of the Youth & Family Complex
Date Prepared/Revised:	January 1, 2021
Staff Level:	Full-Time

Principle Function

Assist the director and all other Youth & Family staff with all office and administration matters to serve the church body and local community as an outreach to reach others for Christ and His Kingdom.

Provide administrative support in the office with Facility Memberships, Events, Sports Leagues, Camps, and finances associated with these areas as well as the department budget.

Maintain church wide calendar and approve scheduling of events campus wide. Coordinate with departments as necessary for the calendar events. Provide training to staff as needed on the software for scheduling.

Assist in all departmental communications and publicity for events, closures, marketing.

Assist the Welcome Desk with members, calendar, and any other issues day to day.

Assist the Church at the receptionist desk, as well as for miscellaneous events throughout the week.

Liaison to our ministry volunteers, instructors, part-time staff.

Miscellaneous other projects and duties that arise out of programming throughout the YFC and church.

Application Instructions: Send Resume to Larry Wright at larrywright@fumctulsa.org or First United Methodist Church, Youth & Family Complex, 1115 S Boulder Ave Tulsa, OK 74119-2418, attention Larry Wright.