

SAYF Administrative Assistant

Part time position – 40 hours per month

Supervision: senior clerk of SAYF Steering Committee

Primary Job Functions:

1. Maintain database of youth and adult participation. Update after each retreat and FAP training.
2. Develop and maintain basic registration forms, medical release forms, retreat reports and retreat finance reports.
3. Maintain mailing list of attendees, FAPs, Steering Committee members and Nurturing Committee members.
4. Retreat preparation: in cooperation with retreat planning Committee:
 - a. Site Reservation as needed
 - b. Develop registration packets for youth and FAPs
 - c. Mail all material in a timely manner
 - d. Coordinate with web site manager to post information
5. Follow-up after each retreat:
 - a. Review all registration material received from Lead FAP
 - b. Record monies received from Lead FAP and coordinate with registration materials
 - c. Write checks for retreat expenses
 - d. Deposit all funds in SAYF bank account
 - e. Assist with preparation of and distribute worship journals for each retreat/meeting.
 - f. Assist Lead FAP in completing Retreat financial form and retreat report after each retreat.
6. Reports:
 - a. Maintain quarterly financial statements noting all income and expenditures, current balance and number of scholarship requests. Send this report to SAYMA treasurer and SAYF Steering Committee members.
 - b. Complete annual report to SAYMA prior to Yearly Meeting.
7. Prepare and mail out FAP and parent information packets and other mailings as needed.
8. Maintain files of current SAYF policies and procedures and resources for working with youth.

9. Develop, maintain and store archival information of all retreats both electronically and in hard copy.
 - a. Send copies of worship journals, Steering Committee minutes and SAYMA annual reports to Guilford Historical Collections.
10. Update the First Aid kit/medical bag twice a year to assure that there are adequate supplies and that drugs are not outdated.
11. Other clerical duties as necessary to support the SAYF program.
12. Attend all Steering Committee meetings unless excused and take minutes and maintain and distribute these minutes.
13. Participate in orientation activities as requested by Steering Committee for staff, FAPs or YFs for attending SAYF related activities, meetings or trainings.

Qualifications:

1. Knowledge of and commitment to the Religious Society of Friends and its manner of faith and practice. Regular attender or member of a monthly meeting preferred.
2. Experience in clerical tasks and record keeping.
3. Computer and database skills. Access to computer and internet.
4. Experience and interest in working with volunteers and youth.
5. Flexibility to attend all Steering Committee meetings.