

YOUNG ADULTS VOLUNTEER

Job Description

Job Summary

To facilitate community by assisting the running of Young Adults events and social media at Grace Church.

Reports To

Esme Plews (Young Adults & Welcome Lead)

Key Responsibilities

1. Attending YA events

- Being there before and after each Young Adult event.
- Attending the duration of the event, chatting to people, facilitating and building community.
- Working in a team to facilitate the running of each event – this could mean leading teams, setting up and down, keeping to the running order etc.

2. Helping to prepare for and review YA events

- Sorting practicalities beforehand e.g. liaising with a venue, ordering food and drink, writing running orders, making setup plans, communicating with teams of volunteers.
- Working within the systems we already have in place, e.g. ordering snacks via the hospitality channel, processing receipts using ExpensePlus, liaising with appropriate members of staff (such as Ceri regarding dates or using the church building).
- Promoting events amongst the YAs, e.g. word of mouth and social media.
- Reviewing events honestly and recording feedback, using those thoughts to influence future event planning.
- Setting down well from every event, e.g. thanking team, redistributing leftover snacks, tidying rooms.

3. Managing the YA social media presence

- Coming up with creative ideas for our social media and monthly newsletter.
- Liaising with others, e.g. Laura for graphics, YAs who can share stories, Chris for photos – to make it happen.
- Creating a schedule and posting regularly.

Projects & Larger Pieces of Work

- Student Welcome – welcoming students into community at Grace Church.
- Big picture planning – planning ahead a term at a time.

Other Responsibilities

- Being an example to others on a Sunday and when hosting YAs in your home.
- Meeting regularly with Esme to plan, pray and grow in your role.