



Administrative Volunteer Job Description

Position Summary:

The administrative volunteer serves as a business operations manager for Kingdom Youth Network (KY Network). The administrative volunteer reports to the Chief Executive and Operating Officers and oversees budget and billing issues for KY Network, as well as direct support for the CEO & COO.

Essential Duties and Responsibilities:

- Helps to manages the annual budget for Kingdom Youth Network, including monitoring of expenses, allocations, transfers, and reports
- Oversees the purchasing and procurement activities for KY Network to ensure compliance with applicable policies and procedures
- Serves as business operations manager for Kingdom Youth Network:
 - Coordinate Human Resources needs and projects for CEO and COO (timesheets, position searches/interviews, vacation approval, maintenance of organizational charts, etc.)
 - Coordinates all board-related activity and materials for the CEO, including preparation of reports, presentations and other related needs
- Direct support for CEO & COO:
 - Schedules appointments and meetings as appropriate; notifies participants of time, date, place, agenda items and other related information as necessary
 - Coordinates (or delegates coordination of) internal meetings, as appropriate, and arranges for meeting specifics
 - Coordinates travel arrangements for CEO & COO, including transportation, lodging, conference registrations, travel authorization and claim forms. Processes travel and expense forms for travel requests, registration payments, advances and expense claims
 - Provide management and support for special projects as needed for the CEO & COO

- Other duties as assigned

Education/Experience:

- High school diploma or GED required
- One or more years of experience in youth development in community organizations is preferred

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This position requires someone who has excellent writing and communication skills, is self-motivated, reliable, organized, thorough and timely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Other Abilities:

- Must be able to read, write, speak and understand the English language.
- Excellent writing, communication, organizational, time management skills.
- Ability to maintain a professional, confidential work environment.
- Must demonstrate the ability to meet deadlines and submit reports to the CEO.
- Must demonstrate respect for all family lifestyles and cultural values.
- Ability to relate with children in a nurturing and respectful manner while maintaining appropriate boundaries with both children and families.
- Ability to cooperatively engage with a culturally diverse children and adult populations.

Physical Demands:

Fine motor skills such as typing, the use of a computer mouse and telephone handset is required. This volunteer may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Conditions:

Must be willing and able to work in/with, but not limited to, underserved communities, variable weather conditions, irregular work hours, etc.

Organizational Background Information:

Kingdom Youth Network is dedicated to empowering underserved youth located in Delaware and Philadelphia county, PA through inclusive resources rooted in Christian principles, fostering personal growth, resilience, and positive community impact.