



AREA ADMINISTRATOR
Ministry Description – Adventurer Ministry
Officially Appointed Volunteer – OAV
Florida Conference of Seventh-day Adventists
(Updated August 2021)

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Qualifications:

1. Must demonstrate a love for the Adventist movement, family, Jesus, and Adventurer age youth.
2. Must have at least three years of Adventurer experience including one year of any administrative responsibilities, and at least one year as an OAV in FL Conference.
3. Must be a Master Guide.
4. Must live in OR near the geographical region where he/she is serving.
5. Must have the best interest of heart for the FL Adventurer ministry.
6. Must be willing to work with all the diversity of cultures represented in FL.
7. Must be a team player.
8. Must be a member in good and regular standing with the beliefs/lifestyle/teaching of the Seventh-day Adventist Church, including returning a faithful/honest tithe.

Duties:

1. Work with Zone Administrators to assist/cover local Clubs with such activities as Adventurer Day programs, Investitures, Inductions, and Inspections.
2. Partner with Zone Administrators to have accurate contact info / records from all Clubs in Area.
3. Ask Zone Administrators for help with Zone/Area wide councils/events/planning as needed.
4. Encourage Zone Administrators in their contact of Cluster Coordinators in the following areas:
 - a. Promoting local conference, union, division and General Conference Adventurer programs
 - b. Provide guidance to conference policies and procedures and help leaders find resources
 - c. Be familiar with and able to answer questions with regards to Adventurer handbook, conference events/policies and protocol, and YMMS (software)
5. Assess with Zone Administrators where new Clubs could be opened (work with churches/pastors)
6. Partner with the Zone Administrators in conducting/scheduling: community service, fun days, outreach, family campouts, training courses, and other Zone/Area Adventurer events.
7. Review quarterly Zone Administrators reports and update State Administrator regularly.

Responsibilities:

1. Balance volunteer role as Area Administrator with other church/family roles.
2. Attend Cluster, Zone, Area Meetings, State Meetings, Area Fun Days/Super Fun Days, Red Zone, and Family Campouts as requested.
3. Make contact with Cluster Coordinators:
 - a. Monthly – make contact by email/phone with each Zone Administrator in your Area
 - b. Monthly – make contact by email/phone with your State Administrator
 - c. Quarterly - make visit to or with each Zone Administrator and State Administrator
 - d. Quarterly – visit several churches/Clubs in AREA with your Zone Administrator to support local Cluster Coordinators and Clubs
 - e. Annually - Visit, in person, each Zone Administrators in your Area, 3-4 times a year (suggested once a quarter)