



**ZONE 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 working with Adventurers in Florida 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 Cluster Coordinators to assist/cover local Clubs with such activities as Adventurer Day programs, Investitures, Inductions, and Inspections
2. Partner with Cluster Coordinators to have accurate contact info / records from all Clubs in Cluster
3. Assist Area Administrator with Zone/Area wide councils/events/planning
4. Assist Cluster Coordinators in their contact of local pastors/Club leadership 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. Assist Cluster Coordinators in assessing where new Clubs can be opened (work with churches/pastors)
6. Assist the Area Administrator in conducting/scheduling: community service, fun days, outreach, family campouts, training courses, and other Zone/Area Adventurer events.
7. Review quarterly Cluster Coordinator reports and update Area Administrator regularly.

**Responsibilities:**

1. Balance volunteer role as Zone 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 Cluster Coordinator in your Zone
  - b. Monthly – make contact by email/phone with your Area Administrator
  - c. Quarterly - make visit to or with each Cluster Coordinator and Area Administrator
  - d. Quarterly – visit several churches/Clubs in ZONE to support local Clubs as directed by CC
  - e. Annually - Visit, in person, each Cluster Coordinator in your Zone, 3-4 times a year (suggested once a quarter)