

JOB DESCRIPTION

Position Title	4th-6th Administrator
Position Reports to:	Director of 4th-6th Grade
Department:	Children's Ministry
Schedule (may vary)	16-18 hours per week including weekends and some holidays
Rate/Salary (optional to post)	

General Description

- Provides administrative support for the 4th-6th grade ministry
- Recruits, trains, and supports small group leaders who volunteer in the 4th-6th grade ministry.
- Oversees weekend service(s), ensuring that proper procedures for welcoming and supervising kids are followed.

Specific Duties and Responsibilities

- Support and facilitate weekend program for Midweek, Saturday, and Sunday morning services.
- Facility Booking and Use – room reservations through Service U, creating and developing maps and act as liaison between facilities and children's ministry.
- Event Registrations – creating and managing online registrations, preparing paper registrations,
- Volunteer Management – recruiting, training, and scheduling volunteers, communicate with and provide support.
 - Manage volunteer teams through planning center
- Supplies – Maintaining inventory of equipment, collecting/arranging for purchase of event supplies.
- Database management of records for students, families, and events.
- Be available for weekly on-campus team meeting and attend quarterly Children's Ministry staff meetings.
- Meet with volunteers regularly to encourage community within the 4th-6th Grade Ministry.
- Communicate directly with students, parents, volunteers as a representative for the 4th-6th grade ministry

Knowledge & Skills Required for the Job

- Event Preparation and Coordination Experience preferred.
- Highly Detail-Oriented – Candidate must have good planning skills and be able to juggle multiple things at once
- Self Starter – Candidate must be a self-starter and work independently with little supervision
- Flexible and Calm Under Pressure – Candidate must be able to go with the flow with last minute changes or issues and not get easily flustered. Creative problem solving skills are important.
- Good People Skills – Candidate must be able to work well with all kinds of people, this role interfaces with families and many of volunteers. Some experience managing or working with volunteers is desirable.
- Strong Communication Skills – Candidate must have strong skills in writing and editing and good verbal communication skills for work with staff and directing volunteers.

- Strong Initiative – Candidate must have strong initiative to complete tasks independently, on a deadline, and be able to identify deficiencies and implement creative and innovative solutions.
- Good Technical Skills – Candidate needs basic computer skills (Mac preferred). Proficient in Word, willing to be trained on Pro Presenter.
- Comfortable on a microphone and speaking in front of adults and kids.

Personal Relations

- Must believe in Jesus Christ and be in line with the mission and vision of the church.
- Team player with ability to interact with families, staff, church members, vendors and volunteers.
- Ability to keep church and personal information confidential.

Work Environment

- Work is primarily on the church campus and in children's ministry office (including both the chapel and the main building). Some prep work may be spent in an office setting.

Physical Requirements

- Standing (regularly)
- Stairs (regularly)
- Walking quickly (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls, receive and send text messages
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)