

Trinity Church

Children's Ministries Administrative Assistant Position Description Summer 2020

POSITION SUMMARY

The Assistant Director of Children's Ministries is responsible for assisting the Children's Director with a variety of tasks that are related to children's ministries and support the church in its vision and mission of providing spaces and opportunities for kids to experience God's love, grow in their faith, learn about God's character, and in turn love others.

Position Title: Children's Ministries Administrative Assistant

Classification: Part-time, hours negotiable

Accountable to: Dir. of Children's Ministries in conjunction with the Ex. Director

Education: Bachelor's Degree preferred

QUALIFICATIONS

Personal

- Spiritually mature & emotionally healthy
- Intrinsically motivated
- Collaborative
- Creative
- Servant
- Teachable/humble
- Integrity
- Loves kids

Relational and Communication Skills

- Good verbal and written communication
- Relates well to a variety of people
- Understands and upholds confidentiality
- Attentive listener

Professional Characteristics

- Organizational excellence
- Ability to multi-task
- Collaborative
- Healthy work ethic
- Efficient
- Ability to recruit, develop and appreciate volunteers

RESPONSIBILITIES

- Recruit, equip, serve, and encourage Sunday morning nursery workers

- Effectively maintain budget and track expenditures/transactions
- Track attendance and other data for events
- Prepare materials & classrooms for weekly lessons
- Support planning and coordination of programs and events
- Create and manage volunteer sign ups as needed
- Assist with registration, shopping, set up and clean up for events
- Learn ACS and it's capabilities for children's ministries
- Help prep and plan for other Children's Ministry events throughout the year