



## **JOB DESCRIPTION**

### **Temporary Administrative Assistant to Kids Ministry - Henderson**

Henderson Campus

Campuses and Generations Department

Reports To: Kids Ministry Pastor/Team Leader  
Category of Employment: Support Staff, **Part-Time, Temporary**  
Payroll Status: Hourly, **Non-Exempt**  
Office Hours: **10 hours per week**

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*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

#### **Job Summary**

Support the Kids Ministry by providing administrative, logistical, communication, and creative support to the kid's staff and volunteers at the Henderson campus.

#### **Skill Set of the Position:**

- **Administrator:** Download, print, organize and maintain inventory of small group lessons and materials for weekly lessons. Maintain accurate records for volunteers.
- **Communicator:** Communicate with volunteers each week to schedule for services and other needs as necessary. Communicate small group/volunteer needs and happenings with kid's team.

#### **Minimum Qualifications**

1. **Experience:** Minimum of 2 years' administrative / support experience, preferably in a church or other religious organization.
2. **Education:** Minimum of a high school diploma. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, and Publisher. Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers.
4. **Physical Demands:**
  - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
  - b. Operation of church vehicles

#### **Expectations**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship.
3. Recognizes that our work is important and deserves our very best.

#### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.

4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

**Duties and Responsibilities (Essentials)**

1. Specific ministry duties and responsibilities:
  - **Small Group Prep.** Prepare small group lessons and materials each week for small group rooms.
  - **Volunteer Communication.** Send out weekly schedules to volunteers and communicate information as needed.
  - Provide staff presence during services for small group leaders and coaches.
  - Enter and remove volunteers as needed from both Ministry Platform and Planning Center. Make sure that both platforms are consistent with each other.
  - The small group closet should be kept organized and the inventory list up-to-date.
  - Other duties as assigned and able

**Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Lead Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

**Employee Acknowledgement**

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

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**Signature of Staff Member**

Job Description Approved:   \_cdb\_  (HR Initials)

\_\_\_\_\_  
**Date**

\_\_\_\_\_ (DH Initials)

*Revised 02.2021*