



JOB DESCRIPTION

Administrative Assistant to Kids Ministry

Henderson Campus

Campuses and Generations Department

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

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

Job Summary

To further the mission of the Church by effectively supporting the Kids Ministries Department as they strive to lead children to a life changing connection with Jesus Christ.

Minimum Qualifications

1. **Experience:** Minimum of 2 years' experience as an administrative clerk, secretary, or administrative assistant, preferably in a church or other religious organization.
2. **Education:** Minimum of a bachelor's degree from an accredited college or university preferred. 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, Publisher and PowerPoint. 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 with a staff partner or other approved person.
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. General staff responsibilities:
 - Attend events and activities and assist with event logistics and booking as well as assist with setup and tear down.
 - Handle administrative and organization needs including incoming and outgoing communications (calls, emails, mailings, bulletin inserts, scheduling.)
 - Preparing ministry program materials when needed.
 - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.

2. Specific ministry duties and responsibilities:
 - **Volunteer Pathway Guide.** Arrange RSVPs for Week 4 Orientation, Integrates "team-ready" volunteer into Ministry Platform and Planning Center. Provides tag and information to appropriate ministry leader.
 - **Assist Kids Team Lead in GT Volunteer Orientation.** Assists in scheduling facilitators (2 per session). Ensures that are required printed materials are available. Ensures that everyone in attendance has completed appropriate status and paperwork.
 - **Oversees local outreach.** This includes coordinating with staff, developing a midweek team to help with delivery of food, gifts etc. Partnering with Compassion local outreach team as needed.
 - Assist with Registration forms when necessary.
 - Oversee and maintain volunteer training tracking system.
 - Assists with team-wide initiatives like volunteer appreciation events and trainings.
 - Campus coordinator of paid childcare for Kids Ministry initiatives.
 - Supports Kids Ministry during programming as needed.
 - Communicate with kids' ministry volunteers, collect **updated** background check forms/copies of photo identification and submit to Peggy McCoy for processing.
 - Other duties as assigned.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

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.

Signature of Staff Member

Job Description Approved:

DLM (HR Initials)

Date

_____ (DH Initials)

Revised 03/06/2020