



Department	Children's		
Location	Dublin		
Job Title	Children's Ministry Administrative Assistant		
Reports to	Carrie Morgan	Title: Children's Pastor	
	FLSA Code:	Type of position:	Hours: 35/week
		<input type="checkbox"/> Full-time <input type="checkbox"/> Volunteer <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

VOLUNTEER MANAGEMENT

- Manage the volunteer processing for the department including background and reference checks, application processing, etc.
- Keep accurate records of all volunteer requirements and manage the update process when new requirements are due.
- Schedule, coordinate and prepare supplies for all new volunteer orientations
- Teach orientations and interview prospective volunteers alongside the children's pastor
- Schedule all shadow trainings for new volunteers
- Managing the exit process of all volunteers leaving the ministry

SYSTEMS MANAGEMENT

- Manage the online scheduling software for the ministry including updates, schedule build and rollouts, etc.
- Maintain the children's portion of our church database, Fellowship One, including periodic data cleanup, contact info updates, etc.
- Manage the calendar for the children's ministry
- Managing the implementation process of all new processes as they are brought into the ministry
- Periodically assessing all ministry systems and changing or upgrading as needed.

EVENT SUPPORT

- Support ministry events including bookings, record-keeping, etc.
- Camp and other event registration
- Managing event and graphics requests for the department
- Purchasing
- General event support during setup, while in process, and after event cleanup
- Attendance and general support at all church events

FINANCIAL RECORD KEEPING

- Keeping records of monthly offering deposits
- Keeping records of all event finances
- Supporting children's pastor with monthly expense reports

GENERAL MINISTRY SUPPORT

- General support of the children's pastor
- Special projects as they arise
- General weekend support for the ministry
- Support the ministry in any other area needing assistance not covered

CAPABILITIES AND CHARACTERISTICS

- Understands and embraces the New Life Church DNA
- Faithful, positive, loyal, self-motivated, flexible
- An independent self starter who also works well within a team environment and comfortable interacting with leadership as needed
- Relationally adept, desiring to sincerely engage and network with diverse people.
- Exceptional people skills, including being friendly and caring while interacting with all staff and volunteers
- Demonstrate willingness to go the distance to get something done.
- A willingness to be coached and take guidance, as well as a demonstrated desire to learn new skills.
- A commitment to honor confidentiality and privacy requirements of church.
- A general ability to navigate technology and business application

EDUCATION REQUIREMENTS

- High School Diploma
- General knowledge of admin systems including excel, word, etc.

SALARY RANGE

- 35 hours per week, Sunday through Thursday
- Salary: TBD

Name of person holding the position:

REVIEWED BY		Title:	Date:
APPROVED BY		Title:	Date: