

## JOB DESCRIPTION

**Job Title:** Sauk Rapids Campus NextGen Admin  
**Classification:** Part-Time  
**Department:** Riverside Kid's/Riverside Student's  
**Reports To:** Sauk Rapids NextGen Pastor  
**Effective Date:** April 2026



### PURPOSE:

The role of the SR NextGen Admin is to support the SR RK and RS teams.

### RIVERSIDE COMPETENCIES & EXPECTATIONS:

- Fully embraces the mission, vision and values (*Experience Grace, Grow in Love, Give of Yourself*) of Riverside Church.
- Be reliable, take initiative, and be self-motivated.
- Embrace and adapt to growth, change, innovation, and creativity.
- Use appropriate judgement in the areas of discretion, sensitivity, and confidentiality.
- Have a cooperative, healthy, and motivating relationship with supervisors, co-workers and volunteers.
- Believe the best about your co-workers and staff of Riverside Church.

### ROLE EXPECTATIONS:

- Effective communicator
- Organized and efficient
- Self-starter
- Administrative writing skills
- Process manager
- Up to 20 hours/week, including most Sundays and Saturdays as needed

### RESPONSIBILITIES:

- Assist SR NextGen Pastor in casting and affirming the mission and vision of Riverside Church and RK/RS ministries.
- Assist NextGen Pastor in advancing RK/RS ministry at the SR Campus.
- Aid in preparation of Sunday materials & supplies, schedule/oversee volunteers to prepare Sunday materials for campus.
- Clean toys for Nursery, EC & Elementary
- Utilize check-in system and all database functions.
- Follow-up on First Serves utilizing process queues – sending thank yous, finding a good spot for them, getting them on the schedule, background checked, trained in, etc.
- Organize materials, supplies, keep track of ordering Nursery snacks, labels, first grade Bibles, Child Dedication materials, etc.
- Child Dedication event communication, printing materials and running the class, gift labels, etc.
- No Limits coordinating classes, communicating with families, end of year graduation, meals, speakers, etc.
- Prepare for, help organize and provide communication for camps, events & classes.
- Participate/plan/purchase food for yearly volunteer training

- Participate in monthly RK team meetings, SR team meetings and All Staff meetings as directed by the SR NextGen Pastor.
- Help build team camaraderie among volunteers i.e. send birthday cards, follow-up in their lives
- Verify volunteer check in and that check-in data is accurate each weekend
- Stock and maintain Kid's Kash store monthly
- Report needed repairs of equipment to facility team, purchasing new toys/supplies, letting Central know of Kids Kash supply needs, etc.
- Other Admin related tasks to ensure the smooth operation and execution of the RK/RS missions.
- Team player for SR events like Family Food N Fun night, Great Pumpkin Party, Christmas, Easter, etc.
- Assist NextGen Pastor with RS event setup, YES decision follow-up, and other admin tasks as needed.

### **EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:**

- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behavior.
- Competency with basic computer software (*Excel, Word, Publisher*), MyRC, and the capacity to learn new software as needed.
- Effective communication skills (*written, verbal, interpersonal*).
- A passion for NextGen Ministry and to see families grow in their faith together.

### **RELATIONSHIPS:**

- Reports to the Sauk Rapids NextGen Pastor.
- Coordinates with the RK and RS Ministry teams
- Receives support from peers on Riverside Kids' Ministry team.
- Participates in RC Staff and RK Team meetings as appropriate.