

JOB DESCRIPTION

Job Title: Riverside Kids (RK) Admin
Classification: Part-Time (20-25 hours/week)
Department: Kid's Ministry
Reports To: RK Executive Director
Effective Date: 03/12/2026



PURPOSE:

The role of the Riverside Kids Admin is to support the RK team.

RIVERSIDE COMPETENCIES & EXPECTATIONS:

- Fully embraces the mission (*Experience Grace, Grow in Love and Give of Yourself*), vision and values 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

RESPONSIBILITIES:

- Update & maintain profile information and process flow details in church ChMS to maintain accuracy and timeliness.
- Weekly tracking of new families, follow-up, process queues, reports, and BHAGs.
- Help update and maintain webpages and social media platforms.
- Manage monthly birthday mailers and periodic event mailings, 'YES!' packets, email and text message communication to families with kids.
- Reserve rooms for events, update calendars and create check-in events in database.
- Prepare for, help organize, and provide communication for camps, events and classes.
- Track registration, forms needed, and payments (*if applicable*) for events.
- Aid in preparation of Sunday materials and supplies, and schedule/oversee volunteers to prepare Sunday materials for campuses.
- Order food and supplies for No Limits classes and other events and pick up purchases, help print and prepare materials for classes.

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*), and the capacity to learn new software if needed.
- Effective communication skills (*written, verbal, interpersonal*).
- A passion for Kid's Ministry and a desire to see families grow in their faith together.

RELATIONSHIPS:

- Reports to the Executive Director of Kids Ministries.
- Receives support from peers on Kids' Ministry team.