

Grove City Alliance Church
Job Description

Position: Part-Time Administrative Assistant
Department: Kids Ministries
Reports to: Kids Ministry Director
Hours: 20 hours a week

SUMMARY

This position serves the Kids Ministry department. It serves the Kids Ministry Director and assists in various aspects of the ministry.

QUALIFICATIONS

- A strong and growing relationship with Jesus Christ.
- Exceptional interpersonal, organizational, communication (both written and verbal) and critical thinking skills. Must have good grammar skills.
- Proficiency with computers, particularly with MS Office (all products including Word, Excel, Power Point, Publisher) and utilize various applications.
- Ability to learn and understand Planning Center, Canva, MailChimp, Cognito, and various other applications used by the Kids Ministry department.
- Self-motivation to carry out tasks in a highly organized and reliable manner.
- High motivation to participate as a team player in the Kids Ministry department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(This is descriptive but may not cover all aspects of the job.)

Communications: Proactively create, post, manage, and/or distribute all Kids Ministry communications to ensure that information is communicated in a timely and effective manner.

All church: Church PowerPoint, weekly enews, Ministry Monday, etc.

Kids Ministry digital communications: Weekly email and social media pages.

Kids Ministry physical communications: Flyers, postcards, signage, bulletin boards.

Planning Center: Manage Planning Center as it relates to Kids Ministry.

Calendar: Book rooms and setups for Kids Ministry programs. Approve Planning Center requests for Kids Ministry spaces.

People: Manage and maintain the “People” database as it relates to Kids Ministry. Produce people lists for various Kids Ministry purposes.

Check-ins: Set up “events” in Check-ins. Verify attendance.

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Staff/volunteer/parent support:

Make and receive Kids Ministry related phone calls and emails.

Take care of volunteer requests. Answer questions and give information as needed.
Assist with reimbursement requests if necessary.

Answer parent questions related to Kids Ministry programs and events.

Follow up with any parents who haven't filled out their safe check form/registration and remind them of the importance of doing it promptly.

Send reminder emails and/or follow up with volunteers or parents as necessary.

Serve as liaison between Kids Ministry department and other church departments to ensure manageable flow of work and communications.

Stats:

Update the weekly stat sheets for Sunday morning and Awana attendance.

Gather all statistics for annual reports; such as events, attendance, decisions.

Tech and Supplies:

Maintain Copier: Make service calls as needed and make sure enough toner is in stock.

Monitor and order Supplies used in the Kids Ministry Department such as paper, special items, nametag/label printing supplies, etc.

Do any initial setup or troubleshooting for check-in electronics (ipads/printers.)

Program support

Weekly print and deliver the roster sheets for Sunday Morning ministries

Prepare and setup the kiosks/ipads for Awana.

Create Cognito forms and QR codes for sign-ups, and manage responses.

Provide administrative support for summer or special programming.

Quarterly print curriculum and assemble into binders for leaders.

Produce slides and keepsake folders for Child Dedication.

Manage the church discount program for residential summer camp.