

Community Alliance Church

Administrative Assistant for Kids Ministry Job Description

Developed: 8/20/25

Hours: 20 - 24 hours/week (requires Sunday morning and office hours Monday/Wednesday)

Report to: Director of Children's Ministry

Position Summary:

The administrative Assistant attends to the confidential correspondence, records, reports, appointments and general clerical responsibilities for the efficient operation of Kids' Ministry; will work in concert with the church staff and be available for "pitching in with the team" as needed for greater impact of the entire church.

Functional Responsibilities

Communication

- Reconcile Visa Charges for Children's Ministry.
- Maintain events, meetings, and other activities on the church calendar.
- Coordinate "Welcome Center and Hospitality" team schedules.
- Manage Planning Center, including our Check-In stations and introducing new features to our programs when appropriate.
- Managing, training, and expanding the Community Kids Frontline.
- Respond to emails and voicemails in a timely manner.
- Input all new guest information into database within one week.
- Maintain Volunteer Clearances Data Base.
- Using Canva – Prepare monthly communications to volunteers/parents.
- Attend weekly all staff prayer times (Mondays).

Volunteers

- Assist in recruitment by ensuring new volunteers complete the online application process.
- Maintain current contact information for volunteers and help them connect with social media forums that are used by the Kids' Ministry.

Special Teams

- Prepare and send out notices for various meetings including agendas and materials needed.
- Provide administrative support for Library, Pioneer Girls, VBS and special events which will include data entry, correspondence, printing reports etc.
- Maintain an inventory of supplies and resources; ordering and restocking as needed.
- Assist in the promotion of Kids' Ministry initiatives throughout the year.
- Be onsite and available to help the VBS team with various administrative responsibilities.
- Oversee Monthly Market in Upstreet Wing of Children's Department.

Weekly Responsibilities:

- Prepare curriculum, teacher guides, and other handouts.
- Help recruit both summer and substitute teachers.
- Assist in the implementation of special activities/events. This will periodically require some evening and weekend hours.
- Establish and maintain an efficient filing system for all records.
- Prepare weekly attendance sheets.

Qualifications:

- Proficiency in Microsoft Office is a must.
- Ability to work in a team environment with little supervision.
- Ability to multi-task with interruptions and is detailed oriented.
- Solid people skills, comfortable connecting with people.
- Demonstrates a personal relationship with Jesus and is active in their local church.
- Is personally committed to building up parents, children and teachers of our church.
- Proficient in Canva.

Staff Expectations:

We expect all staff members to commit to the following values:

1. **Prayer** – We value prayer as the power for all we do. We pray with and for each other, our church, and our community.
2. **Accountability** – We value a culture of accountability to a high standard. We count on one another to graciously speak into one another's lives.
3. **Teamwork** – We value collaboration over isolation. My success is not success unless it is our success.
4. **Open Communication** – We value open, honest communication. All of us know more than any one of us.