



## **LFC-Huntersville Children's Ministry Assistant Position Description**

**Reports To:** Children's Ministry Director

**Job Title:** Children's Ministry Administrator

**Employed:** Part time, NON-exempt (15-20)

**Purpose:** Serve as the backbone of a healthy and organized children's ministry.

### **Skills/Qualifications:**

Must be highly organized, extremely detail oriented, proactive in nature, a team player, self-starter and be proficient in Word and Excel.

Need to be able to lift up to 25lbs, carry small boxes and climb a 4' ladder.

### **Education/Training:**

Degree: High School Diploma or equivalent. College education desired.

### **Experience:**

Prior administrative support role strongly desired. Prior experience working in Children's Ministry or Youth Ministry a plus. Proven ability to build volunteer teams and be part of a team. Previous experience with Constant Contact a plus. Have a good working knowledge of computer and software use.

### **Duties and Responsibilities:**

1. Assist with details and planning of all Kidtropolis events assuring all supplies, food and items needed are obtained.
2. Ensure all Hero (volunteer) annual Background Checks are completed prior to anyone working with children.
3. Exceptional Communication via Realm and Constant Contact: emails from Kidtropolis ensuring they are well written, clear, and sent to the appropriate distribution lists.
4. Proficiency with Realm, Realm pathways, Realm groups and their uses. Be able to search by talents for volunteers needed to perform certain tasks within the ministry.
5. Maintain current lists in Realm for heroes and families.
6. Help maintain and organize supplies for Kidtropolis.
7. Be proactive with keeping the ministry organized, on track, and planning. (Be a forward thinker)
8. Maintain Realm pathways: First time guests and new baby pathway. Prepare and send letters as needed to ensure that the pathways remain up to date.

9. Maintain supplies for welcome cart: new visitor bags.
10. Manage Hero Appreciation Team, keep them updated with leader meeting dates, current leaders, and home addresses so they can best care for our Heroes.
11. Be proactive and work with the Operations team to submit accurate and complete room requests to ensure that all needed spaces are reserved for children's ministry well in advance.
12. Credit Card Reconciliations done regularly and on-time.
13. Attend all weekly, monthly and event planning meetings as directed
14. Play an active role and attend Art Camp every summer.
15. Serve on Sunday mornings during major holidays or as a replacement to children's ministry staff during illness or vacations.
16. Perform other job-related duties as assigned.

Requirements of this position:

- Proven Experience as an Administrative Assistant, Virtual Assistant or Office Admin
- Working knowledge of office equipment, like printers, copy machines, laminators
- Proficiency in MS Office
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with ability to multi-task
- Ability to walk up and down stairs regularly
- High school degree required. College a plus

**Hours/Compensation:** This staff position is a part-time non-exempt position, averaging 20 hours/week. The salary is in keeping with regional salaries for similar roles in churches of our size.

**To apply** send a cover letter and resume to [jointheteam@lakeforest.org](mailto:jointheteam@lakeforest.org) by April 30.