

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION



Position: Grace Kids Administrator
Ministry: Grace Kids
Reports To: Grace Kids Director
Hours: 16 hours/week
Exemption Classification: Non-exempt

Position Summary: To provide administrative support to the GFC Kids Ministry Team and to oversee the Kid's Ministry Check in Team.

Primary Responsibilities:

- Maintain all administrative functions for the Kids Ministry
- Oversee the check in area and volunteers for the weekend services

Specific Duties:

- Weekly attendance record keeping
- Maintain and manage database records
 - Updating information
 - Adding new families
 - Keeping allergy, medical and custody information current
 - Input and oversee all event and facility requests
- Submit monthly expense reports for the Kids Ministry team
- Maintain financial records for the Kids Ministry
- Printing support, filing, email
- General office organization and support
- Assist with organizing, planning and preparing for Kids Ministry events
- Scheduling meetings and assisting with outlook calendars
- Schedule and oversee weekend ministry check in team and check in processes

Qualifications Required:

- Devoted Christ-follower - growing personally in their relationship w/ Jesus Christ
- Proven character and good reputation
- Commitment and support of Grace Fellowship's Mission, Doctrine and Leadership
- Teachable, self-motivated, ability work closely with ministry director
- Ability to maintain a professional manner/attitude esp. when working with staff and parents
- Proficient use of Windows O.S.; intermediate skills using WORD, EXCEL, OUTLOOK and PUBLISHER
- Possess good communication and organizational skills with ability to multi-task
- Able to build and lead teams of volunteers

Working Hours and Conditions:

Business hours / exceptions

- 16 hours/week, hours are somewhat flexible, 1 Sunday service weekly and 1 Saturday per month are mandatory.

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Working environment

- Works in an office/suite setting with desk, computer, copier and files nearby. Works directly with Kids Ministry staff.

Requirements for all GFC Staff:

- Use Outlook software to integrate work schedule, reply to meeting requests, etc.
- Participate in several mandatory "All Hands on Deck" events:
 - Christmas Eve Services
 - Easter Services
 - Grace Wide Training Events
- At weekend services, save parking spaces closest to facility for guests & members
- Attend one worship service weekly
- Time off to be submitted and approved by Grace Kids Director

Salary:

Varies based on experience and capability. To be discussed in hiring process.

I have read and understood this job description.

Employee Signature: _____ Date: _____