

**Valley Community Baptist Church**  
**Job Description**

- Position:** Administrative Assistant
- Ministry Division:** Children's Ministry
- Reports To:** Director of Children's Ministry
- Purpose:** To serve the Director of Children's Ministry, Coordinator of Nursery Ministry, Associate Director of Children's Ministry and volunteer staff by providing administrative assistance in a spirit of cooperation and teamwork.

**Major Duties and Responsibilities:**

**1. Administrative Support (40%)**

- Order and distribute all curriculum and learning resources for the ministry.
- Order and distribute supplies.
- Coordinate with Associate Director in order to ensure ministry staff has needed supplies and resources for ongoing ministries in the resource room and classrooms. (Sundays and Tuesdays) Ensure the Children's Ministry Welcome Center area has forms and supplies for each Sunday and Tuesday.
- Complete all Requests for Payment.
- Record attendance and other needed statistics for the ministry and enter them into database.
- Generate and accumulate weekly attendance sheets with the purpose of providing absentee and ministry growth reports to the Director.
- Maintain accurate and current records including class lists, teacher and servant lists, and other information as needed.
- Record, organize, enter into database and file all ministry registration forms. (Sunday, Tuesday Clubs, special events and summer ministry programs)
- Assist the Coordinator of Nursery Ministry and the Associate Director with administrative needs.
- Provide administrative duties of each ministry as needed when instructed by the Director.
- As needed, recruit and supervise volunteers to assist with administrative support for the ministry.
- Compile all weekly Worship Folder and monthly Crier submissions to be emailed to Publications Specialist by deadline.

**2. Communications (30%)**

- Produce and distribute all mailings and publications.
- Maintain Children's Ministry Web pages, keeping all information and downloads current.
- Serve as the phone message center for day-to-day coordination of ministry matters and set up/reschedule appointments for the Director as needed.
- Maintain bulletin board outside of Children's Ministry offices with current information and keep Children's Ministry information racks stocked and up-to-date.

### **3. Ministry Coordination (30%)**

- Coordinate the celebration of new babies through email and Birth Announcement forms to the church and nursery coordinator.
- Coordinate the Kids' Safe process of screening volunteers through mailings, appointment set up, follow-up calls and letters and communication with Intellicorp with online form submission as needed to ensure that all volunteers have completed the screening process.
- Coordinate details for assimilating new volunteer staff into our ministry teams and update in database.
- Maintain calendar of ministry programs and events, working with Operations Support ministry to ensure rooms are reserved in advance, setup instructions are clear and other VCBC policies are followed.
- Work cooperatively with Summer Bible Club ministry team to ensure administrative details are completed well in advance of this event.
- Assist with Sports Camp and Missions Expo registration and database lists.

### **Personal Competencies:**

- Works well with others
- Service orientation
- Job knowledge
- Time management
- Communication skills

### **Qualifications:**

- Growing Christian, mature individual with a love for children's ministry
- Ability to work with a wide variety of personalities and temperaments in an encouraging, affirming and loving manner
- Organized and efficient; ability to prioritize
- High energy; self-starter with the ability to multi-task
- Strong administrative skills, including MS Office, Web/HTML knowledge, accuracy, filing and statistical reporting
- Proven ability to get tasks accomplished by delegating and training volunteers to do the work

### **Time Commitment:**

40 hour/full time position

Revised: July 2007/AB