

JOURNEY COMMUNITY CHURCH

JOB TITLE: Kids Min Admin

DEPARTMENT: Kids Ministry

PART TIME: 20-23 HOURS

SUPERVISOR: Generations Admin (Becka Montoya)

POSITION SUMMARY

Our Kids Min Admin ensures each area of our kids ministry is ready to bring safe, irresistible and transformational services, events and camps. This person champions organization and preparation across our kids ministries.

Essential Duties and Responsibilities

Weekend Kids Min Services Support

- Ensuring our Kids Min resource rooms are organized and stocked
- Regularly check-in with all Kids Min leads for supplies needed
- Build and oversee a volunteer team that preps all supplies for all Kids Min programs
- Prep sample crafts for each area
- Make sure all rooms are reset after programs

Events

- Kids Min Camps
 - Work on all Kids Min camps from beginning to end
 - Reserve camps/field trips, schedule transportation and manage event contracts
 - Create forms, manage registration, collect payments and permission slips
 - Communicate with parents regarding payment and registration requirements
 - Remind directors/leads of deadlines and liaise with camps.
- Special Events
 - Liaise with departments to secure rooms, kidcare and facilities/setup needs
 - Liaise with departments to ensure events are marketed and advertised
 - Monitor Kids Min websites to make sure upcoming events are featured
 - Be on hand for setting up and breaking down of all special events
 - Christmas, Good Friday and Easter services – work with area directors on planning, ordering, and preparing special crafts and activities

Database Management

- Check Parent Relations regularly for notes and troubleshoot any check-in problems
- Update/add new profiles and clear visitors from the queue
- Update/create new check-in's for special events
- Create/run annual upgrade in Journey Connect
- Analyze data in order to identify patterns and predict trends
- Create process queue for new families and assign to appropriate area director for follow-up
- Send monthly First Step invitation email to new families using process queue/ data tools

Office/General Support

- Attend Journey All Staff and Generation Team meetings and staff events
- Manage petty cash box for Kids Min/Gen Min departments. Reconcile, balance, submit check requests and cash checks as needed
- Monitor background check status for new Kids Min volunteers
- Make nametags for kids ministry staff and volunteers after background check clears
- Collect weekly tithes in kids ministry
- Manage Kids Min Lost & Found
- Actively seek out volunteers to join the Kids Min Team and the behind the scenes team

Job-Related Qualifications

Education, Training, and Experience

- Minimum high school diploma
- 2-3 years volunteer ministry experience preferred
- Administrative experience required

Job Skills, Knowledge, Expectations and Abilities

- Highly organized and detail oriented
- Ability to multi-task under pressure
- Strong computer skills
- Self-starter with relentless follow through
- Effective at prioritizing time and self management
- Ability to master church database software and train others
- Flexible, positive team player willing to help area directors and volunteers teach kids about Jesus
- Proficient in managing event details, including: contracts, tracking payments and balancing statements
- Motivated to complete tasks allowing time and grace for last minute adjustments and changes
- Must be trustworthy handling money

Availability Requirements

- Must be available to work regular day time hours Tuesday & Wednesday. Flex day time hours Thursday and Friday
- Must be available to work occasional full days, nights and/or weekends for special events (such as Easter services, Christmas, Summer Fun Camp and parenting events)