

GRACE BIBLE CHURCH

Kids Ministry Administrator

JOB DESCRIPTION

JOB OVERVIEW / OBJECTIVE

The Kids Ministry Administrator is responsible for providing administrative support to both the La Vernia and Schertz campuses Kids Ministry departments.

JOB CATEGORY

Full-time Hourly 32 hours per week (Non-exempt)

Monday – Thursday 8:00-3:00 with 30-minute lunch break

PRIMARY DUTIES & RESPONSIBILITIES

- Provides administrative support to La Vernia and Schertz campus Kids Ministry staff, volunteer teams, and events
- Greets guests, parents, and volunteers in the La Vernia campus Kids Ministry office and assists them with immediate needs
- Oversees and develops a Kids Ministry wide communication plan for all campuses utilizing all resources (social media, email, texts, handouts, etc)
- Creates registration links in Planning Center for Kids Ministry
- Coordinates Kids Ministry mail-outs/mass emails for all campuses
- Oversees and coordinates Kids Camp and T Bar M
- Develops, designs, and prints Kids Ministry related documents including promotional materials, newsletters, and other documents and ensures they are distributed to target audience
- Performs data entry and updates in Planning Center
- Ensures all team members (volunteers and paid teachers) have completed safety protocols required for ministry areas
- Coordinates Parent Commissioning events
- Establishes a process and ensures rooms are stocked, setup, and prepared for ministry usage
- Communicates with necessary ministries/groups for storage space in classrooms being organized
- Maintains building usage within La Vernia Campus Kids Ministry area
- Meets weekly one-on-one with the Family Ministries Director, attends monthly Kids Ministry and Grace Bible Church staff meetings
- Any other assignments the Family Ministries Director deems necessary

GRACE STAFF EXPECTATIONS

- Maintain an active relationship with Jesus Christ, sustained through the practice of personal spiritual disciplines
- Embody Christlikeness and leads with humility, character, and love
- Demonstrate commitment to unity and willingness to work in a collaborative team environment, thus working to put off gossip and any form of divisiveness
- Be personally engaged with Grace's mission, vision, and strategy
- Support Grace's beliefs, values and practices as outlined in the Doctrinal Statement
- Maintains annual Ministry Partner agreement
- Remain up to date on all activities and ministries going on at Grace to disseminate general information when needed.

MINIMUM QUALIFICATIONS

- High School diploma required; advanced education preferred
- 1+ years of experience working on a team, developing volunteers, and/or leadership
- 1+ years of experience in Kids Ministry

CORE COMPETENCIES AND GIFTINGS

- Ability to organize, detailed-oriented, and self-starter
- Ability to communicate efficiently and build relationships with staff and volunteer teams you oversee
- Excellent relational skills
- Ability to work collaboratively and communicate effectively with individuals and team members at all levels
- Professional and proactive work ethic, can see the potential for issues and prevent them with a proactive mindset
- Strong organization skills
- Willingness to be flexible, grow, and support in other areas as needed
- Experience with various software including Microsoft 365, Planning Center, Canva, and video editing programs