



JOB DESCRIPTION

Weekday Children's Ministry Office Administrator

Position: Full-time, 35-40 hours per week; minimum of 10-month commitment

Reports to: Director and Assistant Director of Weekday Children's Ministries

Pay Rate: \$15/hour.

The role of Weekday Children's Ministry Office Administrator is to provide administrative support to the Children's Ministry staff team, families, and all children enrolled in our programs.

Responsibilities of this role include, but are not limited to:

- ✓ Desire to reflect God's love and care for all children and their families.
- ✓ Joyful communication with children and parents/guardians and ability to occasionally communicate difficult information to families.
- ✓ Maintain an organized and peaceful front office environment.
- ✓ Efficient completion of office paperwork and tasks
 - Weekly financial reports
 - Documenting program and group attendance records
 - Parent/Guardian requests, such as enrollment adjustments, financial statements, etc.
- ✓ Competence with program data management software: Procare.
- ✓ Assist with discipline and office consequences for less-significant behavioral issues, reporting significant issues to Director and/or Assistant Director.
- ✓ Coordinate online registrations for all programs and program events.
- ✓ Sustain private and confidential child/family information.
- ✓ Service-hearted partnership with non-administrative staff to help with their needs/requests, such as watching a group during a restroom break, printing more coloring sheets, stepping out to help a child in the halls/restroom, etc.
- ✓ Provide thoughtful input with other administrative staff on program-wide decisions, including but not limited to program operations, suspensions/expulsions, etc.
- ✓ Assist with preparation and implementation of program events.

Required skills, experiences, characteristics:

- ✓ Evident Christian maturity.
- ✓ Consistent exhibition of the following characteristics: reliability, professionalism, and kindness.
- ✓ Strong oral and written communication skills, interpersonal skills, and high emotional intelligence.
- ✓ Dept. of Children and Families (DCF) 40-hour courses and exams (can be completed after hiring).
- ✓ A desire to see God's Kingdom grow and to share the good news of Jesus with every child and family East Hill Weekday Children's Ministry serves.
- ✓ Age: 21+

How to apply:

- ✓ Complete application: <https://www.easthillweekday.com/employment.php>
- ✓ Send application to, and request your references send all pertinent information to, Kenny@EastHill.net.

Contact Name: Kenny Nelson

Contact Phone: (850) 224-9918