

Job Description:

Position: Kids Ministry Administrative Assistant
Reports to: Kids Ministry Director
Type of Position: Part-Time: 15 hours/week, Non-Exempt

Overview:

The Administrative Assistant will advance the mission and vision of Spring Lake Church through the Kids Ministry at all campuses by assisting the Kids Ministry Director with short-term and long-term projects and preparations for Kids Ministry, assisting in Kids Ministries Events, and getting to know our Spring Lake Church families.

Responsibilities:**Create Healthy Culture for Families**

- Create family friendly culture throughout Spring Lake Church.
- Become a trusted resource for families who call Spring Lake Church home.

Administrative Assistant

- Prepare curriculum and support ministry needs.
- Prepare supplies and assist in preparation for ministry events and projects.
- Post to social media accounts.
- Keep database up to date.

Kids Ministry Events and Projects

- Assist in running point on major Kids Ministry events, including but not limited to Kids Kamp.
- Recruit and lead volunteers to run events and projects throughout the year.
- Assist in project management of all significant Kids Ministry projects throughout the year.

Requirements:

- Vibrant and healthy spiritual life with a heart to see the next generation come to a thriving faith in Jesus.
- Member or willing to become a member of Spring Lake Church.
- Attention to details.
- Experience with social media.
- Experience with desktop publishing is a plus.
- Solid team player who can play the support role and peer in team dynamics.
- Ability to recruit, develop, and retain volunteer teams.