



SPRING LAKE CHURCH

Job Description:

Position: Kids Ministry Administrative Assistant
Reports to: Kids Ministry Director
Type of Position: Part-Time: 20 hours/week, Nonexempt

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 Ministry 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 other items to support Sunday and midweek ministry needs.
- Purchase supplies and assist in preparation for ministry events, trainings and projects.
- Keep resource rooms well supplied and orderly.
- Prepare ProPresenter presentations for Sunday and midweek ministries.
- Keep database up to date.
- Prepare text messages.

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 Microsoft products.
- Experience with Planning Center, Canva, Gloo & ProPresenter a plus.
- Solid team player who can play the support role and peer in team dynamics.
- Ability to recruit, develop, and retain volunteer teams.