



LifePoint Kids Administrator Job Description

General Description

The administrative assistant is a part time position at LifePoint. This person assists the Children's Ministry Pastor with the organization and functionality of LifePoint Kids (LPK). Their aim is to take care of all of the administrative tasks that arise during the week. This also means assisting in planning special events, scheduling weekly emails, helping in parent follow up, and being responsible for one service each Sunday. The position is 10 hours a week as tasks arise.

Responsibilities

In the administrator role, you will be responsible for, but not limited to, the following:

1. Service Support

- Print, collect, and keep sign-in sheets, and regularly evaluate and update
- Print New Family Forms as needed, and regularly evaluate and update
- Purchasing all supplies for curriculum, events, etc.
- Distributing new curriculum to LPK Team Members
- Manage Planning Center promotions for kids moving to new classrooms, or creating a new classroom
- Help to maintain the LPK schedule of volunteers
- Ordering and installing new Check-in systems when needed

2. Ministry Support

- Attending LifePoint Kids Leadership Team meetings, taking notes and sending them out
- Creating forms for special events
- Setting up check-in for special events or special services
- Acting as a collaborative team member- serving one another, helping out when can, assisting in projects that affect everyone, etc.
- Mailing visitor postcards and birthday cards
- Assist in the new volunteer training process- help at training days, being involved in new volunteer interviews, etc.

3. Administrative tasks

- Updating Planning Center with information on new families, volunteers
- Overseeing the resources in classrooms, including ordering supplies for curriculum and classrooms, keeping clean and organized
- Maintain all kids bags and keep them stocked and clean
- Maintaining budget and keeping track of all expenses
- Editing things before distribution

4. Annual Events and additional time commitments

- Sunday's are important in this role you are allowed to miss six a year.
- Easter Sunday, and Christmas Eve- all-hands-on Deck (Expect to have a large part of the preparation in this the weeks leading up to the event)
- This area is still being developed and any extra events will be discussed first