

Assistant to the Associate Director of Children's Ministries
FLSA Status: Non-Exempt
Reports to Associate Director of Children's Ministries
Grade I (\$9-13 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

Assists with administrative duties including volunteer recruitment and processing, attendance records, and database maintenance. Assists on the weekend with KidzWorld check-in and assists with special KidzWorld events as needed.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message* (2000 edition).

ESSENTIAL DUTIES

- Assists with volunteer recruitment, reference checks, and other aspects of the volunteer application process. (app. 10%)
- Assists with upkeep of database systems and attendance records. (app. 35%)
- Assists the Associate Director of Children's Ministries with various special projects for KidzWorld. (app. 10%)
- Assists during the weekend services with KidzWorld check-in or in other environments as needed. (app. 35%)
- Assists the Senior Administrative Pastor with special events for KidzWorld including FX, Baby Dedication, Watermark, and camp activities. (app. 10%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.

EXPERIENCE

- A minimum of one year of experience volunteering or working with children.
- A minimum of one year of experience working with database systems is preferred.

REQUIRED SKILLS

- Communicate positively with parents and volunteers.
- Be able to follow directions.
- Attention to detail.
- Ability to work independently.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Sitting, standing, finger dexterity, hearing, and near vision. Occasional lifting, carrying, pushing, and pulling.
- Must be able to lift up to 10 pounds.

WORKING CONDITIONS

- 95% inside, 5% outside