



CHILDREN'S MINISTRY ADMINISTRATIVE ASSISTANT - WEST CAMPUS POSITION DESCRIPTION

TITLE: Children's Ministry Administrative Assistant
HOURS: 5-10 hours/week
LOCATION: West Campus
REPORTS TO: West Children's Ministry Coordinator
PAYROLL STATUS: Hourly

MISSION *To share the grace and truth in Jesus Christ as He is changing our lives*
VISION *To see the life and message of Jesus transform hearts, homes and cities*
CORE VALUES *Jesus and God's Word, Grace and Truth, Disciples Making Disciples*

*During peak seasons such as VBS and Fall start-up, more hours may be needed. Hours will be set as needed by the Children's Ministry Coordinator.

I. POSITION SUMMARY

- To provide administrative and office support as part of the team of staff and volunteers who provide weekly ministries to children (birth-5th grade) and families at our West Campus, along with working on a team to provide church-wide children's ministry events throughout the year.

II. RESPONSIBILITIES

The West Children's Ministry Coordinator will assign all tasks and responsibilities. Below is a description of base responsibilities for the West Campus Administrative Assistant. Other tasks will be assigned as needed.

A. LEADERSHIP

- Assist efforts to recruit, inspire, train, schedule and oversee volunteer staff.
 - Ensure that all volunteers and staff meet appropriate requirements to serve.
 - Ensure proper enforcement of policies and procedures for children's ministry events.
- Support the Children's Ministry Outreach coordinator to with administrative needs for children's ministry special events – including VBS.
- Partner with the Children's Ministries at other campus locations.
- Assist maintaining supply room, prop room, and upstairs storage to ensure proper organization and replenishment of supplies as needed.
- Provide the administrative and clerical support needed for the West Campus Children's Ministry Team including: registration, data entry, communications, mailings, social media, and database needs.

B. RELATIONSHIPS

- Consistently invest in, and minister to, volunteers and staff through prayer and team building events.
- Participate/attend worship services at Triumph and engage with families before and after services.

- Lead and encourage volunteers in building relationships with our children at weekly programming and special events.
- Facilitate and foster an environment of collaboration between Children's Ministry at both campuses through meetings, open communication, and team-building opportunities.

C. TEACHING/PROGRAMING

- Provide office support for the teaching/programing responsibilities of the West Campus children's ministry team. This may include printing of lessons, printing of lesson materials, and other communication needs.
- Provide office support for special opportunities within our programming such as Operation Christmas Child, 1st Grade Bible Presentation, Campership, or other service opportunities as they arise.

III. KEY REPORTING WORKING RELATIONSHIPS

- Report to West Children's Ministry Coordinator who will conduct annual reviews.
- Work as a team with our West Campus staff in terms of communication and collaboration.
- Work as a team with the Children's ministry staff and volunteers at all campuses.
- Communicate and coordinate as directed with the Operations Director and office staff.

IV. POSITION QUALIFICATIONS

- Demonstrates a vibrant and growing relationship with Jesus Christ. This demonstration includes:
 - Acknowledgment of the Lordship of Jesus Christ in his/her life.
 - Commitment to intentionally pursue maturity in his/her relationship with God through personal devotions, active attendance in worship services, and involvement in accountable relationships.
 - Commitment to avoid any lifestyle choices that would compromise his/her testimony.
- An obvious love for children and those who work with children.
- Must pass a background check for the states of Minnesota and North Dakota and any other state of previous residency or employment.
- Skilled relationally in interacting with people of a variety of ages, backgrounds, and experiences.
- Teachable spirit, seeking to grow and develop both personally and professionally.
- Willing to work in agreement with Triumph's statements of faith, mission, purpose, and core values.
- Effectively communicate the vision of Triumph's Children's Ministry.
- Maintain a strong work ethic and build efficient processes.
- Knowledge, Skills and Gifts:
 - Exhibit excellent organizational, administrative, problem solving, and interpersonal skills.
 - Able to work effectively with a larger ministry team.
 - Be a motivated, effective recruiter and manager of volunteers.
 - Able to cast vision, build relationships, release the gifts of others, and be a multiplier of leaders.
 - Able to maintain and protect confidentiality.
 - Must exhibit computer knowledge and proficiency with Microsoft Word, Outlook, Excel[ks1], Publisher and PowerPoint
 - Able to learn ministry related computer software as assigned.

V. CONDITIONS OF EMPLOYMENT

- Exhibits a meaningful and growing personal relationship with Jesus Christ.
- Models the Biblical standard of personal conduct and lifestyle.
- Supports and adheres to the Purpose, Mission, Vision, Core Values and Statement of Faith of Triumph Church.

- Supports and adheres to the Constitution and Bylaws of Triumph Church.
- Supports and adheres to the Elder Board Policies and assists in the administration thereof.
- Regularly attends worship services at Triumph; with Triumph being the church home.
- Attentive to the needs of one's own family.

VI. HOURS AND COMPENSATION:

- This is a part-time position (number of hours indicated above) which may entail working some evenings and weekends.
- Compensation will Depend on Experience and timesheets will be turned in to record hours worked.
- Employment relationship is outlined in Triumph's Employee Handbook.

VII. PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Requires the ability to lift 20 lbs.
- Requires prolonged sitting, walking, standing, bending, lifting, stooping and stretching.

The duties described above are the general nature and level of work to be performed but are not intended to be a complete comprehensive list of all the duties.

Updated: _____

Updated: 7/27/2018

West Children's Administrative Assistant _____ West Children's Ministry Coordinator _____
 Campus Pastor _____