



## Summary

### **Job Title**

Part-Time Administrative Assistant for Children's Ministry

### **Department**

Education

The Administrative Assistant for Children's Ministry directs and coordinates programs designed to promote the religious education of Children ages 3 months-5th grade. Reports To: Executive Director of Youth Education

- **The minimum requirements:**

- **Education**

- College Degree or some form of Higher Education, in Childhood Development or Related Field

- **Experience**

- At least 1yr experience in early childhood development or childhood education environment
    - Must be administratively and creatively strong
    - Must be willing and able to work in a flexible work environment.

- **To apply visit [www.overcomingbyfaith.org](http://www.overcomingbyfaith.org) Click the Explore Tab, then click Employment**

---

## Key Responsibilities

### **RESULTS**

---

## **Staffing and Ministry Operations**

**70%**

### **ONSITE**

- (1) Ensures the day to day operational needs for services are met
- (2) Implement a plan/team to decorate children's hallways and wings (based on themes or seasons)
- (3) Ensures all Check-In Computers/Printers are operable to ensure efficient check-in.
- (4) Must be present at all major events
- (5) Keep a reasonable Inventory on hand of all items needed for Children's Ministry.
- (6) Requests/complete purchase orders for items such as curriculum, snacks, cleaning supplies, toys, etc.

### **OFFSITE**

- (1) Develops communication plans to keep staff, volunteers, and parents informed.
- (2) Develops, revises, posts and enforces policies pertinent to the children's ministry department.
- (3) Ensures ministry operations are consistent with the vision, mission and core values of the ministry
- (4) Complete and confirm payroll with finance department
- (5) Complete monthly/annual purging of various children's ministry groupings
- (6) Maintain OBF Children's Ministry social media outlets
- (7) Creates and effectively manages volunteer/staff scheduling
- (8) Accurately forecasts the number of staff and volunteers needed for various services

## **Volunteer / Staff Supervision**

**15%**

### **ONSITE**

- (1) Supervises and directs the work of their staff and volunteers toward successfully reaching the ministry's goals
- (2) Identifies, recruits and encourages potential volunteer workers
- (3) Trains, supervises and mentors children's ministry staff and volunteers

## **Safety and Cleanliness**

**15%**

### **ONSITE**

- (1) Maintains a safe play environment for all ages of children
- (2) Ensures the Sanitation of toys and play equipment to prevent the spread of germs and illness
- (3) Ensures compliance with rules and regulations for children's ministry and qualification of volunteers
- (4) Ensures all rooms are prepared and ready for all services and special events.

<b>Total</b>	<b>100%</b>
<b>CORE VALUES</b>	
<hr/>	
<b>Quality of Work</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>Demonstrates accuracy and attention to details</li> <li>Takes responsibility for correcting errors to minimize the impact on others</li> <li>Proactively works to improve work quality/ streamline or improve processes and techniques</li> <li>Acquires appropriate information before making decisions</li> <li>Completes assignments on-time and in alignment with specifications/directions</li> </ul>	
<b>Quantity of Work</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>Helps others complete their workload during a time of need (poor health, home problems, etc.)</li> <li>Demonstrates ability to work with multiple deadlines successfully</li> <li>Implements new technology well</li> </ul>	
<b>Job Knowledge</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>Displays a high degree of expertise in their areas of job responsibility</li> <li>Demonstrates a desire to learn and apply new knowledge to their job</li> <li>Seeks out and uses new technology to improve the effectiveness of their work</li> <li>Integrates/learns new software and systems effectively and has ability to teach others</li> <li>Looks for new solutions to old or recurring problems</li> </ul>	
<b>Attitude</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>Models professionalism and contributes to a positive, productive working environment</li> <li>Accepts feedback from others and uses that feedback to improve their performance</li> <li>Maintains appropriate personal behavior</li> <li>Demonstrates composure in stressfull situations</li> <li>Respects the decisions of administrators/co-workers within the organization</li> </ul>	
<b>Attendance and Punctuality</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>Remains engaged throughout their entire work day</li> <li>Maintains appropriate work attire or uniform</li> <li>Shows up to work on time and maintains regular attendance</li> </ul>	
<b>Organizational Buy In</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>Displays a strong commitment to helping grow and achieve the vision of our ministry</li> <li>Demostrates a clear understanding of the company's mission statement and values</li> <li>Displays leadership qualittites when presented the the opportunity to lead</li> <li>Displays and Demonstrates a desire to learn and apply new knowledge to their job</li> </ul>	
<b>Total</b>	<b>100%</b>

---

## Requirements

**KNOWLEDGE, SKILLS, AND ABILITIES** Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. The ability to apply general rules to specific problems to

produce answers that make sense. The ability to combine pieces of information to form general rules or conclusions.

**EDUCATION REQUIREMENTS** College Degree or some form of Higher Education, Childhood Development or Related Field  
**PHYSICAL DEMANDS** The employee occasionally lifts or moves objects of a light to medium weight. The ability to hear and understand at a normal conversational level is required. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings.

**SALARY/BENEFITS** Salary is commensurate with education and work experience. Benefits include 12 ministry holidays, 5 personal and sick days combined, 5 annual vacation days, and 401(K) option.  
**TERMS OF EMPLOYMENT**  
EMPLOYMENT CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION,  
FUNDING AND ALLOCATION OF POSITION IN ACCORDANCE WITH OVERCOMING BY FAITH'S APPROVED  
CALENDAR SCHEDULE APPROPRIATE TO THE POSITION HELD. CONTINUED EDUCATION CLASSES MAY NEED  
TO BE TAKEN PERIODICALLY IN ORDER TO MEET THE GROWING NEEDS OF OVERCOMING BY FAITH.