

JOB DESCRIPTION

Job Title: Campus Kids Admin

Position reports to: Campus Kids Director

Department: Family Ministries

Level: Part time

Date Prepared: 10/2024

I. Purpose of the Job:

Deliver outstanding customer service as you welcome and onboard new team members. You'll provide essential administrative assistance and management support to the Citygate Kids Department, ensuring the overall operations of the campus run effectively and efficiently.

II. Essential Functions and Responsibilities:

• Weekly Responsibilities (before Sunday)

- Respond to emails and phone calls within 24-hour time frame
- Communicate with all campus Kids Team Leads information as needed
- Oversee the onboarding process for new Crew members (applications/ background checks/shadowing) thru our Rock system
- May participate in meetings to discuss the Sunday experience and upcoming events
- Help maintain weekly reports of new families and children's service numbers
- Serve as a management layer for all campus Kids Team Leads
- Maintain weekly reporting to Campus Kids Director with any pressing or urgent matters
- Creating, maintaining and updating systems to detect problems as early as possible and initiate interventions to solve the problems
- Oversee inventory management of campus kids supplies
- Maintain a strong awareness and knowledge of all ongoing projects and activities within Citygate Kids
- Ensure the Kids department is Sunday ready (printouts, crafts, lesson, room prep etc.)
- Confirm Service Leads are scheduled to ensure the success of the Sunday experience

• Sunday Responsibilities

- Support reporting out experience and event metrics routinely
- Serve as a Culture Carrier

• Monthly Responsibilities .

- Support in monthly training with your departments to train, cast vision, and build community
- Stay 4 months ahead on up and coming church and community events

• Special Events Responsibilities

- Manage and schedule when childcare is needed for special events
- Provide management support and help with execution as needed

III. Experience and Knowledge Required:

- Valid Driver's license
- High School diploma or equivalent
- 1 year of coordinating volunteers
- 1 year of administrative experience

- Excellent verbal and written communication skills as well as time management
- Must be able to lift 10 lbs
- The ability to think and act independently with a high degree of professionalism, discretion, and confidentiality
- Must possess basic computer skills
- High proficiency in Microsoft Office, Google Drive, Planning Center and Rock RMS preferred.
- Ability to follow detailed instructions, complete tasks and the ability to supervise multiple projects effectively
- Ability to maintain good attitude in difficult situations and must be able to work under pressure
- Experience with problem solving
- Exceptional organizational skills with a particular emphasis on follow through and attention to detail
- Ability to create, analyze and maintain project budgets
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Demonstrated understanding and commitment to working in culturally diverse settings

IV. Core Values in Daily Life:

- Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.
- More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
- Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
- Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.

Employee Signature: _____ Date: _____

Printed Name: _____