

**Administrative Assistant to Director of Children's Ministries  
Damascus Road Community Church  
Position Description**

**Overview:** The Administrative Assistant to Director of Children's Ministries is responsible for providing strong administrative support to the Director of Children's Ministries.

<b>Accountable to:</b>	Director of Children's Ministries
<b>Ministry Area/Department:</b>	Children's Ministries
<b>Ministry Target:</b>	Children
<b>Minimum Maturity Level:</b>	<u>Growing Christian</u>
<b>Spiritual Gifts:</b>	Administration and Exhortation
<b>Talents/Abilities Desired:</b>	Experience in secretarial and administrative tasks, computer literate and accurate typing, good organizational skills, detail-oriented, and pleasant phone manner.

**Major Duties & Responsibilities:**

- Volunteer Management
  - Schedule all Children's Ministries (CM) volunteers according to availability, preference, and expertise. Communicate schedule and updates on a weekly and monthly basis via e-mail to all volunteers after having it approved by CM Director. Assure that a printed copy of the schedule is on the welcome table as a reference for the greeters.
  - Assist CM Director to recruit new volunteers as well as the integration into the various classrooms.
  - Help develop and implement a training program for new volunteers.
  - Assist the CM Director with communication to volunteers via e-mail and phone; maintain the volunteer contact list.
- Communication with Parents
  - Assist to plan and communicate special events such as Family Services, change of Service times, or Seasonal Services such as Christmas, Easter, etc.
  - Create and maintain a distribution list of parent contact information and send email updates as directed.
- Materials Management
  - Create and maintain a mailbox system for teachers to allow for easy distribution of supplies, curriculum, and communication.
  - Create, organize and oversee a supply team so all classrooms are adequately stocked.
  - Copy and distribute curriculum as needed.
  - Order/ research resource materials as requested.

- Security/Safety
  - Assist in making badges and name tags for Children's Ministry teachers, I.D.'s for parents as well as name tags/diaper tags for Toddlers and Nursery.
- Sunday School Attendance
  - Prepare, distribute, and collect attendance sheets for all classes and teachers on a monthly basis.
  - Update all student name changes written in by teachers on a monthly basis.

**Other assignments:**

- Provide admin support to the SWIM Camp Team as needed.
- Meet weekly with the CM Director to debrief and plan; Attend CM Meetings as directed by CM Director.
- Other duties as assigned.

**Part-time:**

- This position is part-time, requiring up to 12 hours per week.