

**KILLEARN UNITED METHODIST CHURCH
TALLAHASSEE, FLORIDA**

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant, Children's Ministries

EMPLOYEE:

Hire date:

BASIC FUNCTION: Provide administrative, logistical, and technical assistance to the Director and Associate Director(s) of Children's Ministries. Work is performed under the direction of the Director of Children's Ministries. This is a part-time position requiring approximately 24 hours per week. Hours are flexible and will be determined by the level of activity in the program areas supported.

SPECIFIC RESPONSIBILITIES:

- Maintain calendar of events for children's programs, interface and coordinate those with the master church calendar.
- Produce advertising, promotional, and publicity materials for children's activities.
- Ensure informational materials on children's programs are up-to-date and available.
- Communicate bulletin announcements, Spotlights and inserts weekly to communications staff.
- Provide assistance to Associate Directors and other children's ministries as needed.
- Gather and report attendance data for children attending programs
- Initiate, coordinate, and make final arrangements for camps, conferences, retreats, and spiritual activities as directed.
- Obtain and maintain data on Killearn families and volunteers. Enter appropriate data into membership records in CCB Database.
- Maintain registration information on children and volunteers for Vacation Bible School.
- VBS duties – participate in planning, supply acquisitions, coordinating volunteer opportunities, and other duties as assigned.
- Assist in recruiting volunteers and necessary resources for Springtime Killearn, Trunk or Treat, and other special events.
- Order, organize and maintain supplies and materials as needed.

- Maintain copier in Epworth Building – replace toner, order paper and other supplies through Receptionist, contact service provider as needed.
- Attend conferences/educational opportunities as directed by Director of Children's Ministries.
- Coordinate website updates with Communications staff.
- Work in coordination with all staff members of the church with a primary focus on children's ministry.

WORKING RELATIONSHIPS:

Immediate Supervisor: Director of Children's Ministries. Supervisor will assign and establish priorities if a conflict should arise. Other: Associate Director(s) of Children's Ministries, other Children's Ministries staff, Church Staff and volunteers.

DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS:

- A high degree of task-discipline and self-discipline as demonstrated by the ability to follow and keep a tight schedule.
- Strong interpersonal relationship skills.
- The ability to create organization and logical sequence from minimal or sketchy information is critical.
- Typing and data entry skills are required.
- A proficient working knowledge of Microsoft Word, Excel, PowerPoint, and Publisher or Mac equivalents is required as well as the ability to learn new technologies.
- A strong sense of Christian commitment and willingness to become a member at KUMC.
- Minimum of High School education with minimum of 2 years related experience.

