



FIRST FREE
CHURCH

Kid Connection Administrative Assistant

Job Description

Summary

The Kid Connection (KC) Administrative Assistant's primary responsibility is to support the KC Staff Team and volunteer leaders in administrative tasks.

Structure

This position is a part-time, hourly (non-exempt) position of approximately 25 hours per week. The KC Administrative Assistant is part of the KC Staff Team and reports directly to the KC Team Leader.

Responsibilities

- Be the hub for communication for parents, volunteers, and staff as needed.
- Recruit and train volunteers and volunteer leaders for administrative ministry.
- Develop volunteers using Leadership Pipeline principles (coaching provided).
- Provide administrative support for KC Staff and volunteer leaders.
- Work with KC data and databases to maintain rosters, track ministry effectiveness, and provide reports as needed.
- Purchase supplies based on the needs of the KC ministries.
- Support orientation, training, and screening processes for volunteers, including security and screening documentation, making reference calls, and maintaining training documents and processes.
- Conduct research for items to be purchased.
- Assist with ministry activities on Sunday mornings, Wednesday nights, and during special events as needed.
- Print and distribute training materials, curriculum, and promotional items as needed.

Personal Qualifications

Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Is committed to the vision, values, and beliefs of First Free Church.
- Loves working with adult and teenage volunteers and seeing them use their gifting to minister effectively.

- Understands the value of children's ministry and partnering with parents to disciple children.
- Able to recruit, train, and develop volunteer and leadership teams.
- Takes initiative and finds creative ways to include volunteers in routine ministry tasks.
- A team player with a positive attitude who thrives in a collaborative environment.
- Has a teachable heart and cooperative spirit.
- Maintains a professional demeanor in conduct with staff and volunteers.

Minimum Qualifications

- Excellent communication skills.
- Available to serve on two Sunday mornings a month and at special events as needed.
- Complies with a background check.
- Proficient with email and Google Docs.