



Cornerstone Kids Admin

JOB DESCRIPTION

OBJECTIVE

The role of the Cornerstone Kids Administrator is to assist the Families Pastor and the Elders of the church in helping ensure our children's ministry is well-led and well-run. This includes supporting other Cornerstone Kids ministry leaders and volunteers in scheduling, volunteer recruitment, training, planing, curriculum development, and logistics. This role requires an understanding of how to implement and execute a plan, as well as the ability to creatively think through ways of leveraging volunteers, systems, processes and structures to see more children and families meaningfully connected to Jesus.

JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES:

Children's Ministry Oversight

- Order supplies, coordinate CM events, trainings, meet-ups, etc.
- Assist in volunteer on-boarding (background checks, references, scheduling, etc.)
- Improve workflows, processes, document management, organization, and aesthetics to help make Cornerstone Kids an inviting, welcoming, and well-run ministry.
- Manage and implement curriculum plan: organize lessons, plan activities, communicate with teachers, etc.
- Serve as a service lead and/or teacher during a gathering.
- Manage volunteer and parent communication within ministry.
- Manage CM database and check-in software.

Misc Pastoral Support

- Work with Families Pastor in special projects and strategic initiatives.
- Additional scope TBD and as time allows

QUALIFICATIONS/SKILLS

- Agree with DCC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Fulfill the duties required of DCC members as outlined in the membership covenant
- Fulfill the character qualifications of a deacon as taught in the scriptures (1 Tim 3:8-13)
- Be a humble servant leader who has a desire to work hard and be flexible in a team atmosphere
- Be a teachable self-starter and have the willingness to learn and grow as the needs of the church change
- Have a deep love and passion for the gospel, the bible, and the local church
- Have the ability to communicate, plan, manage projects, teams and volunteers
- Have an eye for details combined with a big-picture vision
- Have basic spreadsheet, document creation and computer knowledge is required
- Having previously served as an administrative assistant or equivalent is a plus

HOURS:

Part-Time: Approximately 15-20 hours/week

Schedule: Flexible. Either 2-3 full days or 3-4 half days (not withstanding special events/trainings). Sunday availability preferred.

Vacation: Accrued by hours worked.

Salary: Hourly. Depends on skill and experience.