



## ***Job Description***

**Job Title:** Kingdom Kids Ministry Associate  
**Classification:** Full Time/Non-Exempt  
**Department:** Kingdom Kids  
**Reports to:** Director of Kingdom Kids  
**Effective Date:** August 1, 2021

### **PURPOSE:**

The purpose of the Kingdom Kids Ministry Associate is to provide administrative and ministry support for Kingdom Kids Preschool and Summer Camp.

### **EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:**

- Knowledge with word processing, spreadsheet, database software, MS Office, Outlook.
- Highly effective written, verbal and interpersonal communication skills.
- Effective organizational skills and attention to detail.
- Must be a self-starter who can inspire others.
- Spiritual gifts: administration, discernment and service/helps.

### **COMPETENCIES AND EXPECTATIONS:**

- Embrace and embody the mission and values of Christ Community Church/Kingdom Kids.
- Be reliable, take initiative, and be self-motivated.
- Embrace and adapt to growth, change, innovation and creativity.
- Use appropriate judgment in the areas of discretion, sensitivity, & confidentiality.
- Have a cooperative, healthy and motivating relationship with supervisors and coworkers.

### **ESSENTIAL FUNCTIONS:**

#### **Administrative Responsibilities**

**60%**

- Maintains student data base in CCB system.
- Creates/maintains student files.
- Maintains KK room and event reservations in CCB system.
- Performs daily facilities check.
- Completes daily weather check; school cancelations reporting to media outlets and KK marketing coordinator.
- Laminates office and classroom items.
- Oversees classroom equipment purchases.
- Inventories and maintains office and volunteer room supplies.
- Maintains office organization and items.

- Completes weekly supply shop/order.
- Tracks classroom budgets.
- Oversees maintenance of accident log.
- Oversees coordination of staff birthday recognition.
- Supports the Director of KK to assess facility needs based on enrollment and prepares a schedule for room usage that optimizes enrollment and tuition for profitable classes.
- Determines annual coat hook assignments.
- Assigns donations to various classrooms and processes donation receipt requests with the CCC Financial Assistant.
- Works with CCC Administrative Staff in master calendar planning.
- Attends CCC Admin Meetings.

### **Primary Receptionist**

**25%**

- As primary receptionist for Kingdom Kids, serve as first contact, representing Christ Community Church and Kingdom Kids in a professional and caring manner.
- Responsible for being the first point of contact for KK [answer in-coming calls and greet window guests].
- Practices careful discretion and confidentiality in dealing with staff, students and guests.
- Maintains awareness of staff schedules in order to effectively serve guests.
- Maintains an inviting, presentable reception area at all times.

### **Camp Responsibilities [seasonal]**

**15%**

- Plan weekly camp menu.
- Purchase Annual and weekly camp supplies and equipment.

## **RELATIONSHIPS:**

- Reports to the Director of Kingdom Kids
- Works effectively with all CCC employees
- Welcomes and provides service to all visitors to the KK office