

Job Description/Duties and Responsibilities Overview  
Position: **Administrative Assistant - Children's Ministry**  
*Approved by SPR 11-13-2023*

**Status:** Part-time, non-exempt. \$ 14 per hour  
**Hours:** 16 hours per week on average with additional hours expected during special event weeks for a maximum of up to 25 hours.  
Tuesday 9:00am – 2:00pm  
Wednesday 2:00pm - 8:00pm  
Thursday 9:00am – 2:00pm

**Position reports to:** Children's Director

**Direct Reports:** N/A

*It is expected that all employees will be professing Christians who support the vision of Fairview Church. It is also expected that each employee will fully recognize and uphold the right of all church members to expect absolute confidentiality as regards to any information the employee may obtain concerning the interaction between the church and any individual in their financial and personal lives.*

**Job description:** Assist Children's Director with day-to-day administrative tasks and assist during all Children's Ministry events - both regularly scheduled and special events.

**Overview of Duties/Responsibilities:**

- Purchase supplies for Children's Ministry department and submit receipts to Children's Director
- Keep the elementary resource room and offices organized. Keep track of supplies we have on hand and items we need to replenish.
- AWANA
  - Prepare rooms and materials on the day of Awana and take down materials afterwards.
  - Serve as Awana Secretary which includes record keeping of registrations, attendance, and achievements.
- Prepare items in advance for Sunday morning worship, kid's church, and Sunday school.
- Assist in planning and assist at special events which includes but is not limited to:
  - Vacation Bible School, Easter Activities, Trunk or Treat, Back to School Bash
- Research curriculum for Sunday School, Kid's Church and Parenting for Faith and turn in findings to the Children's Director when requested.
- Keep track of volunteer schedules and send reminders of their service dates.
- Effectively manage communication between Children's Ministry, volunteers, families, other Fairview Ministries and staff.
- Assist in recruiting volunteers to be involved in Children's Ministry.
- Attend all Children's Ministry or other team meetings as requested by Children's Director
- Prepare correspondence, meeting minutes, memos, emails, and other documentation.
- Make phone calls on behalf of Children's Director.
- Assist with Special Needs Ministry as needed.
- Perform other duties as assigned by the Children's Director.

**Knowledge/Skill/Experience Required:**

- Excitement about, and commitment to, the mission and vision of Fairview Church Children's Ministry.
- A positive attitude, speaking positively about Fairview church and its ministries.
- Previous experience working with children.
- Dependable, flexible and ability to work well with volunteers and staff.
- Self-starter with the ability to work and complete tasks in a reasonable time frame and meet deadlines.
- Possess basic computer skills, including Microsoft Word, Power Point, Excel, and Publisher.
- Must be able to lift up to 50 pounds and be able to climb stairs while carrying the load.
- Must have a valid driver's license.