



## Kids Creek Admin Job Description

**Position:** Kids Creek Admin

**Department:** Next-Gen

**Job Classification, Status, and Category:** Part Time 20 hours, Non-Exempt, Staff

**Date:** Oct 26, 2022

### The Purpose and "Big Win" of the Kids Creek Admin Role:

This position oversees communication, administration, and logistical duties to realize the vision and mission of Kids Creek at Cibolo Creek.

### Primary Responsibilities:

To the Children's Pastor

1. Regularly collaborate, plan, and utilize feedback loop with Children's Ministry Pastor.
2. Provide quarterly goals aligned with Kid's Creek strategic initiatives.
3. Manage Pastoral schedules, meetings, appointments, and calendars as needed.
4. Fulfill responsibilities as assigned by the Children's Pastor.

To the Cibolo Staff Team

1. Meet regularly with the Staff Team for prayer, encouragement, training, planning, accountability, and evaluation.
2. Provide opportunities for collaboration between Kids Creek and other departments.
3. Celebrate wins.

To Kids Creek:

1. Pray regularly for Kids Creek
2. Cast vision for "why" and "how" Kids Creek fits into Cibolo Creek.
3. Assist in recruiting, preparing, equipping, and inspiring Kids Creek Leaders and Coaches.
4. Lead the Administrative Team
  - a. Create and lead a volunteer admin team as needed
  - b. Provide administrative support for Special Events (ex. Winter Retreat)
  - c. Ensure calendaring of events on Monday.com, Planning Center, and website
  - d. Ensure promo materials, registration forms, payments, and parent packets are designed and prepared.
  - e. Order supplies as needed for activities.
5. Manage the Church Management Database (Planning Center):
  - a. Create, update, and maintain Visitor and Volunteer Profiles
  - b. Process applications and maintain Leader files
  - c. Manage all Kids Creek workflows
6. Oversee curriculum preparation for Pre-school thru 5th Grades:
  - a. Lead, recruit, train, and schedule curriculum volunteers to set rooms weekly.
  - b. Ensure curriculum is prepared weekly (Download, process, edit, copy, upload to KC Web Site, PCO, and organize)
  - c. Ensure supplies are purchased as needed.
7. Facilitate Kids Creek Lobby Check-in/Registration:
  - a. Prepare and Open Kids Creek (including computers, music, and playlists).
  - b. Lead, recruit, train, and schedule lobby coaches and leaders.
  - c. Maintain volunteer t-shirts & birthday treasure box.

### **This Position Reports to:**

1. Children's Ministry Pastor

### **Strengths & Skillset**

1. Cultivates deep relationships with God and others
2. Able to lead, equip and nurture people to be, become and do what Jesus did.
3. Outstanding verbal and interpersonal communication skills
4. Displays a high emotional intelligence
5. Is a proven, organized, and dependable strategic thinker
6. A self-starter who thrives in a team environment
7. Displays a tenacity to persevere
8. Proficiency in Canva, Microsoft Office, Planning Center Online, GSuite, Facebook, Instagram, MailChimp

### **Schedule**

- Flexible hours between Monday through Thursday and Sunday - 20 hours a week.
- Flexibility with some after-work hours and weekend requirements
- Weekly team meetings.
- Travel for various retreats, camps, and conferences.