

Position Title: Journey Kids Admin**Ministry:** Journey Kids**Reports To:** Journey Kids Director**Position Summary:**

The Journey Kids Admin supports the mission of Journey Church through excellent and effective ministry assistance to the Journey Kids Ministry Team.

Primary Focus:

- *Contributes to a healthy Ministry Team culture*
- *Equips and resources team of volunteer Kids Ministry leaders*
- *Communicates effectively as point of contact for Journey Kids Ministry*
- *Provides point leadership for management, planning, and follow up for all children, volunteer leaders, and families of Journey Kids Ministry.*
- *Collaborates with the Church Administrative Team when requested.*

General Responsibilities

- Oversees and updates Kids Ministry calendar of events in CCB.
- Ensures financial stewardship, accounting, event registrations, tracking.
- Manages all aspects of Journey Kids MyCCB, (Church Community Builder) software.
- Conducts background checks on new volunteers.
- Communicates and collaborates with other staff regarding Ministry and Church issues and activities
- Attends Church staff meetings and other meetings as requested.
- Maintains an accurate inventory of Ministry equipment and supplies, and purchases supplies as needed.
- Other duties as assigned

Experience and Knowledge Required:

- Proven track record of effective time management
- Experience in problem solving
- Ability to handle multiple projects effectively
- Excellent verbal and interpersonal skills
- Proficiency in Word, Excel, Mac OS, Google Docs, Mac Pages & Numbers
- Ability to learn and use CCB software

Employee's possess and exhibit the following core values in their daily lives:

- Love God
- Love People
- Work ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church

Employee's Signature: _____ Date: _____