

Children's Ministry Administrator

Christian Life Center, New London Pennsylvania

Job Description

Full Time

Job Summary

The focus of the Children's Ministry Administrator is on managing the weekly logistics, communication, and data management for all children's ministry programs and special events. The Children's Ministry Administrator will oversee the details of the ministry, ensuring that weekly programs and events are consistent and safe environments for discipleship.

The Children's Ministry Administrator will report to and support the Director of Children and Family Ministries in implementing the weekly children's programs of the church, including the Sunday program and the mid-week program (as well as special events).

Responsibilities

Children's Ministry Programs and Events

- Is present at all weekly children's ministry programs (midweek, weekend, and special events).
- Manage the online registration of children for all weekly programs (when online registration is in effect).
- Purchase supplies needed for the Sunday and midweek programs, lesson, and activities. Keep track of budget spending.
- Set up the classrooms and activity areas before each program and makes sure all supplies are put away and areas cleaned and sanitized following all programs.
- Oversees the children's ministry registration area for all weekly programs.
- Acts as overseer during the children's ministry programs, assisting volunteers with their needs during the service.
- Assists in implementing current safety procedures and church policies in the children's ministry areas.
- Coordinates with Director of Children and Family Ministry to prepare for and implement children and family ministry special events and outreach programs. (As Needed)

Communication

- Maintains the children's ministry website that is the central resource for families to find activities, sign-ups, and other resources (with direction from the Director of Children and Family Ministries).
- Responsible for all marketing and promotional materials for the children's ministry. Manages the children's ministry's social media accounts.
- Communicates and welcomes new families following their first week, using email or phone calls.
- Attends weekly staff meetings and scheduled children's ministry team meetings.

Volunteers

- Schedules all weekly (Sunday and midweek) volunteers for the children's ministry programs.
- Assists with recruitment, orienting, and training alongside the Director of Children and Family Ministries.
- Maintains and updates current contact information for all children's ministry volunteers.

- Distributes lessons, orders of service, and any other curriculum materials to specific volunteers as needed.
- Maintains a file of clearances for all volunteers, verifies that all volunteers are up to date with clearances according to local regulations.

General Office Administration

- Inputs all children's ministry programs, events, and meetings on the church calendar.
- Manage miscellaneous administrative tasks such as making signs, nametags, labels, and sign in sheets for children's ministry programs and events.
- In charge of tracking and paying any childcare staff or paid volunteers for midweek programming or special events.
- Responds to emails and phone inquiries in a timely manner.

Qualifications

- A personal faith in Jesus Christ as our Savior.
- Detail oriented with the ability to organize program logistics.
- Aptitude for communicating effectively with volunteers, parents, and staff.
- Knowledge of a variety of media, including educational software, social media, graphics, digital communication, and basic web design.
- Ability to work within a team environment.
- Background and/or experience in children's ministry or education is preferred.

Qualified applicants are encouraged to apply by sending their resume and cover letter to the Director of Children and Family Ministries, Megan Freisleben at megan@clcfamily.church