

Kids Ministries Administrator

The Kids Ministries Administrator provides administrative assistance to all nursery, preschool and elementary ministries at WEAG under the supervision of the Family Ministries Pastor, Lisa Eggert.

Communication:

- ☐ Parent emails/newsletters
- ☐ Volunteer emails
- ☐ Social Media posts/updates/maintenance
- ☐ Planning Center events and schedules
- ☐ New kids/families
- ☐ New volunteers

Department management:

- ☐ Space reservations (rooms, set-up, supplies, etc.)
- ☐ Manage online curriculum for leaders
- ☐ Event registration
- ☐ Resource Center/Boards
- ☐ Department budget
- ☐ General room/closet/supply upkeep
- ☐ Church database update/input

Areas/Events:

- ☐ Sunday mornings and Wednesday nights
- ☐ Weekly/monthly programming
- ☐ Special events for all Kids Ministry
- ☐ Volunteer events for all Kids Ministry
- ☐ Weekly office hours

Ministry Accountability/Staff Meetings:

- ☐ Morning staff devotions/staff gatherings
- ☐ Family Ministries monthly meeting
- ☐ Meeting with your department pastor (Lisa Eggert) bi-weekly/as needed

*We would also like to discuss a greater leadership role in our Preschool ministry depending on skill and experience.

This is a full-time position.

This is a general description of responsibilities as we are going through a reorganization in our department. As you can imagine, this is not a comprehensive list and things are ever-changing; flexibility is always needed.

Please email Susan Chewning, WEAG's HR administrator, at schewning@weag.org with any questions.

