



Sunday Morning Support Specialist

JOB DESCRIPTION

Job Title: Sunday Morning Support Specialist

Reports to: Assistant Director of Kids Ministry + Kids Ministry Director

FLSA Status: Hourly up to 6 hours a week on Sundays

Job Summary

The Sunday Morning Support Specialist assists the CGKids Team in providing Sunday morning set up and service coverage each week. This position coordinates with CGKids staff to meet the needs of volunteers and families as they arise on Sundays during the 10:45am service hour enabling the CGKids Director to fulfill her responsibilities. This team member is responsible for filling in as a support person for either the Director or Assistant Director in the event of one of their absences on a Sunday. The Sunday Morning Support Specialist works closely with the CGKids Staff and volunteer team.

Essential Duties & Responsibilities

- Assists the CGKids Staff with set up of Sunday morning spaces and realm check-in systems.
- Ensure all technology is up and running prior to start of 9am service hour in relevant classroom spaces.
- Communicates with volunteers and families on Sunday mornings, greeting new guests and checking in on volunteers during the 10:45am service hour.
- Provides quick decision making and delegation when obstacles arise during 10:45am service hour.
- Filling in gaps in emergency situations for volunteer needs.
- Supporting check-in team members with tablets, check-in system and realm as needed.
- Visits classrooms to check on volunteer needs throughout service hour.

Experience Knowledge & Ability

- The individual should be highly relational and have excellent verbal and written communication skills.
- This individual needs to be organized and punctual.
- Extremely flexible and a problem solver.
- Works well under pressure.
- Proficiency in Microsoft Excel and Outlook.
- Have a trainable and teachable attitude.
- Be capable of multitasking.



- Enjoy working with children and families.
- Experience in administrative or supportive roles that report to managers.

Employee Attributes

- Active follower of Christ, modeling personal commitment to love, grow, serve and share.
- Expresses loyalty to the vision of Center Grove to see ordinary people and families become extraordinary in Christ.
- Fully engaging, energetic and welcoming attitude for jobs as well as greeting families and paid childcare workers.
- Positive working relationship with all staff.