

Kids Admin Assistant

Win: Support the KIDS Ministry through excellent administration, organized systems, and welcoming guest experiences so children, families, staff, and volunteers can thrive.

Reports to: Kids Ministry Director

Roles

KIDS Administrative Support

- Provide administrative support for KIDS staff and ministry events
- Assist with scheduling, communication, and ministry coordination
- Organize forms, ministry resources, supplies, and digital files

Check-In & Database

- Help maintain the KIDS check-in system and ministry database
- Assist with registrations, attendance, and volunteer records
- Troubleshoot check-in equipment and communicate technical issues as needed

Guest Experience

- Support a warm and welcoming experience for new and returning families
- Assist in maintaining an organized and inviting check-in environment
- Help equip volunteers serving in guest experience roles

Safety & Compliance

- Help maintain KIDS safety procedures and ministry policies
- Assist with background check tracking and volunteer compliance
- Maintain accurate ministry records and documentation

Qualifications

- A growing relationship with Jesus and agreement with The Chapel's mission, values, and beliefs
- Strong organizational skills with excellent attention to detail
- Friendly, welcoming, and able to communicate well with children, parents, and volunteers
- Comfortable learning and managing administrative computer systems
- Experience with church administration, customer service, or office support preferred
- Proficient with Microsoft Office and basic computer systems

Regular Work Schedule: Required days: Tuesday, Sunday mornings, Wednesday evenings.

Optional Days: Monday, Thursday, Friday. 10-15 hours/week. 12 months.