



KIDS MINISTRY ADMINISTRATIVE ASSISTANT, NICEVILLE CAMPUS

Position Title:	Kids Ministry Administrative Assistant (Part-Time, Non-Exempt Position)
Supervisor:	Kids Minister
Purpose:	To support Crosspoint's vision of people connecting people to Christ and their unique role in God's mission by ensuring the administrative and operational needs of the Kids Ministry are met with excellence, allowing the ministry team to focus on building relationships, making disciples, and serving children and families well.

PRIMARY DUTIES:

1. Serve as the operational hub for Kids Ministry by anticipating needs, solving administrative challenges, coordinating ministry operations, and providing exceptional organizational support to the Kids Ministry team with the goal of helping each person involved in Kids Ministry feel known, cared for and connected to the life and mission of the church.
2. Manage Kids Ministry databases and ministry systems, ensuring attendance, new family information, communication groups, volunteer records, and other digital ministry platforms are accurate and support intentional follow-up, pastoral care and disciple-making.
3. Own the volunteer onboarding process, helping prospective volunteers move smoothly through training, background checks, scheduling, team integration, and ongoing communication, helping to create an environment where volunteers are equipped to grow as disciples.
4. Coordinate Kids Ministry communications by creating graphics, preparing announcements, proofreading and editing communications, managing digital content, producing printed materials, and ensuring all public-facing materials are accurate, polished, and consistent with Crosspoint's branding standards.
5. Manage ministry logistics by coordinating facility scheduling through eSpace, ordering supplies and promotional materials, producing professional printed materials, submitting invoices, receipts, and reimbursement requests, and maintaining ministry resources and inventory.
6. Lead guest and family connection systems by welcoming new families, maintaining communication records, and helping ensure every guest experiences meaningful connection.
7. Provide administrative and logistical leadership for Vacation Bible School and other impactful Kids Ministry events, volunteer trainings, recruiting efforts, and seasonal initiatives.
8. Support the overall mission and vision of Crosspoint Church by actively contributing to a positive staff culture, collaborating across ministries and faithfully upholding the Staff Covenant.

ADDITIONAL MINISTRY OPPORTUNITIES (BASED ON GIFTS AND MINISTRY NEEDS):

1. Help lead the Kids Host Team by recruiting, building relationships, equipping and coaching our hosts, and more.
2. Serve periodically during weekend Kids Ministry environments.
3. Assist with volunteer coaching, encouragement, training, appreciation, and leadership development.
4. Capture photography and video during ministry events and utilize social media for growth and awareness.
5. Contribute creative ideas to strengthen ministry systems, improve guest experiences, and create more opportunities for discipleship.
6. Participate in brainstorming and strategic planning for ministry initiatives.

DESIRED SKILLS AND CHARACTERISTICS:

1. Highly organized, detail-oriented, and proactive, with the ability to manage multiple priorities, anticipate needs, and solve problems independently.
2. Excellent written and verbal communication skills, including proofreading and producing polished, professional communications.
3. Strong interpersonal skills with the ability to build positive relationships while maintaining professionalism, discretion, and confidentiality.
4. Proficiency with Microsoft Office and the ability to quickly learn new technology. Experience with Canva, Adobe Creative Suite, Planning Center, eSpace, Shelby, or similar software is preferred.

PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:

Upon appropriate request, Crosspoint may provide employees with a reasonable accommodation, so long as doing so does not result in undue hardship to the church.

1. Frequently remains in a stationary sitting position at a computer workstation
2. Frequently operates a variety of office equipment: computers, telephones, copier, scanner, etc.
3. Frequently travels over common ground and surfaces
4. Frequently uses near vision to interpret data, etc.
5. Occasionally bends, kneels or crouches
6. Occasionally reaches with hands and arms
7. Occasionally lifts and transports items weighing up to 25 pounds.
8. Works primarily in an indoor environment.
9. May require weekend work at times.

KEY PERFORMANCE MEASUREMENTS:

1. Administrative responsibilities are completed accurately, consistently, and on time.
2. Communications are professional, polished, accurate, and consistent with Crosspoint branding.
3. Volunteers experience an organized, welcoming, and efficient onboarding process.
4. Ministry events and logistics are coordinated effectively.
5. New guests and families receive timely and meaningful follow-up.
6. The Administrative Assistant demonstrates initiative, dependability, professionalism, and teamwork while supporting the Kids Ministry staff.

PROFESSIONAL DEVELOPMENT

Pursue opportunities for professional and ministry growth through position-appropriate conferences, workshops, webinars, and training as approved by the supervisor.