

## KIDS ADMINISTRATIVE COORDINATOR

### GENERAL DESCRIPTION

Provide high-quality administrative support to the Rock Point Kids team by managing data, preparing reports, handling inquiries, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. This position requires exceptional organization and time-management skills, good judgment, effective communication, and identifies and addresses ministry needs to excel in preemptive support of the team. This position also includes coordinating events and onsite assistance.

**Classification:** Non-Exempt; Hourly // **Status:** Full-Time (40 Hours/Week) // **Team:** KIDS // **Supervisor:** Kids Director, Rocky High

#### **WORK SCHEDULE** *(Some flexibility within guidelines).*

- Monday – Friday, 8am – 4pm
- May include evening hours as needed for special events.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Support and participate in the overall mission of Rock Point and its implementation within Rock Point Kids.
- Assist Kids Director and Rock Point Kids staff with regular communication (emails, texts, calls, mailings, etc.).
- Serve as the initial contact for those interested in serving as a volunteer in Rock Point Kids and assist in guiding them through the application process.
- Serve as the primary contact for all Rock Point Kids printing projects and work with Communication Team to complete.
- Coordinate the logistics and administrative tasks related to all Rock Point Kids camps, mission outreaches, and special events.
- Administer all calendaring and meeting/event logistics for Rock Point Kids.
- Assist Rock Point Kids Directors with tracking ministry budgets and organizing credit card statements/receipts.
- Serve as the primary Church Community Builder (CCB) coordinator for Rock Point Kids and provide data input and reporting to ensure the team is current and in compliance with approved Rock Point policies and procedures.
- Serve as Rock Point Kids liaison to the Admin Team, Database Administrator, and other centralized areas of coordination.
- Under supervision of the Kids Director, work to problem solve, improve processes, and ensure efficiency.
- Cooperate with the Kids Director by performing any other duties when assigned or instructed.
- Attend Ministry meetings, staff meetings, and administrative meetings.
- Serve as a back-up receptionist for the main office on an as-needed basis.

## COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

## REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Minimum of 2 years Administrative or Volunteer Experience
- High School Diploma or GED
- Proficient with computers, including Internet, Email, Microsoft Office
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

## PREFERRED REQUIREMENTS

- Minimum 3 years Administrative Assistant Experience
- Working knowledge of Concur Expense System
- Working knowledge of Church Community Builder

## PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 20 pounds).

## PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church;
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.