



Job Title: Administrative Assistant, K-5	Created on: 11/6/2015
Reports To: GC Kids K-3 Director	Last Updated: 11/06/2015

General Description

The GC Kids K-5th grade Administrative Assistant position is responsible for assisting the Elementary Director with planning and organizing the needs of the K-5th grade ministry. This position requires approximately 40 hours of work per week. The schedule of hours will be set by the Director and may vary based upon the needs and ongoing events of the ministry.

Essential Job Functions

1. Complete the weekly preparations of materials and supplies for Small Groups during Sunday morning services in K-5th grade;
2. Assist in facilitating the weekly Wednesday evening worship practice for K-5th grade;
3. Facilitate Sunday morning classroom events for both first and second services including volunteer coordination, parent and visitor communications, and often stepping in as a small or large group leader;
4. Assist in facilitating monthly Family Experience (FX) with Director and Production Assistant including preparations of materials, supplies and worship;
5. Help plan and execute monthly theme changeovers in Elementary environments with Director and Production Assistant;
6. Assist the Director with Volunteer Appreciation and Family events;
7. Assist the Director with Vacation Bible School (VBS) planning, preparation, organization and implementation for Grace Chapel and for missions;
8. Other duties and responsibilities as assigned by the Director.

Education and Experience

This position requires a person who loves Jesus and has a passionate heart for His children. Experience as a volunteer in one of Grace Chapel's Children's Ministry departments is required. Previous experience as a teacher or work in the children's ministry field is preferred but not required.

Date Reviewed with Employee:
Employee's Printed Name:
Employee's Signature:
Manager's Printed Name:
Manager's Signature: