



Job Title:	BHBC Kids Ministry Assistant	Job Category:	Non-exempt
Department/Group:	Childhood/Ministry Services	Job Code/ Req#:	CHILDHOOD LEADERSHIP
Reports to:	BHBC Kids Associate Director	Travel Required:	None
Level/Salary Range:	<i>Based on experience/education in conjunction with established CHILDHOOD LEADERSHIP scale.</i>	Position Type:	Hourly. Flexibility required. Schedule may change due to season or needs of ministry

Job Description

ROLE AND RESPONSIBILITIES

Serve as a member of the BHBC Kids team for the development of a cohesive ministry that works successfully to partner with and equip families. The incumbent collaborates and participates in BHBC Kid special events, staff meetings, and other duties as requested by the Associate Director and/or the Childhood Pastor.

- Performs receptionist type duties in main lobby of BHBC Kids building greeting visitors and helping with directions and/or requests for information. (Inquiries in-person, by phone, electronic methods, mail, etc.)
- Provide administrative and clerical support for all BHBC Kid functions (office support, Wednesday Night support, mailings, communication support, newsletter compilation, etc.).
- Provides logistical support for childcare (starting kiosks for childcare events, entering new childcare staff and children in MP, printing rosters and reports as needed, opening/securing Indoor Playground and equipment as outlined in operating policies/procedures).
- Assists in member care, outreach, member retention, and volunteer appreciation efforts.
- Inventories and ensures that necessary supplies are at all BHBC Kids Welcome Centers. (birthday gifts, office supplies, business cards, promotional materials, etc.)
- Ensures that the BHBC Kids Lobby is inviting to guests/members (to include that promotional materials are current and approved by the Childhood Pastor, tvs are on correct channels, furniture is free of debris and the layout is consistent).
- Attends and performs duties assigned in support of VBX, special events, and other activities as assigned by the Childhood Pastor. (examples include: Volunteer Coordinator, Youth Coordinator, Craft Assistant, Logistical Support, etc.)
- Serve as needed during BHBC Sunday/Wednesday services at a BHBC Kids Welcome Desk.
- Other duties as assigned by the BHBC Kids Pastor or BHBC Kids Associate Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Incumbent must enthusiastically support and embrace the vision for Childhood Ministries established by the BHBC Kids Pastor. The incumbent should have an overflowing relationship with Jesus Christ and possess a servant's heart for service. Must be willing and able to adjust schedule and adapt to changing needs of the ministry.

PREFERRED SKILLS

Must have experience (or demonstrated ability) using a membership database, Microsoft Office, Publisher, and outstanding computer skills.

ADDITIONAL NOTES

Position may be required to attend conferences, workshops and/or other enrichment activities.

Reviewed By:	Aaron Holloway	Date:	July 27, 2017
Approved By:	Marty Godfrey	Date:	TBD

