



<b>Title:</b> Kids Ministry Administrative Associate	
<b>Department:</b> Kids Ministry	<b>Supervisor Title:</b> Kids Ministry Director
<b>Hours/Week:</b> Part Time (15-20 hrs./week)	<b>Pay Range:</b> \$15.00 - \$18.00
<b>Benefit Eligibility:</b> TBD	<b>Job Class:</b> non-exempt
<b>Schedule:</b> TBD	<b>Location:</b> Redeemer – Encinitas, CA

## ABOUT US

### Are you ready to embark on an adventure that can change lives?

At Redeemer, we are not just a church; we are a family dedicated to nurturing the faith of our youngest members. Our mission is clear: to make disciples who make disciples, starting from the very beginning. If you are someone with a knack for administration and a heart for kids, this role is yours to making a significant impact.

## THE OPPORTUNITY

As the Redeemer Kids Ministry Administrative Associate, you are not just joining a team, you are becoming an essential pillar of support for a vital ministry. Your superpower? Administration and communication. Your Mission? Creating a structured and organized environment where our staff, volunteers, and most importantly, our kids can thrive. Your work will help shape the future generation of followers of Christ and people by instilling biblical truths and the ways of Jesus.

## RESPONSIBILITIES

- **Masterful Communication:** You will be the mastermind behind seamless communication with parents, volunteers, and our dedicated Redeemer staff.
- **Volunteer Scheduling and Coordination:** Collaborate with the Kids Ministry Director and team to manage volunteer schedules and assignments.
- **Supplies and Curriculum Procurement:** You will be the guardian of supplies and curriculum, ensuring that our young disciples have the tools they need.
- **Weekend Service Preparation:** Assist the Kids Ministry team in gearing up for weekend services, where young hearts are touched.
- **Master of Rosters and Directories:** Maintain rosters and directories of kids, families, and volunteers using our church database.
- **Creative Contribution:** Join weekly Kids staff meetings, bringing your creativity and insights to the table.
- **Event Coordination:** Play a crucial role in planning and executing Kids Ministry Events, creating unforgettable experiences.
- **Continuous Improvement:** Evaluate and recommend improvement to systems and processes in Kids Ministry, always striving for excellence.
- **Order in Chaos:** Help keep Kids building organized and clutter-free, providing a welcoming environment.
- **Team Collaboration:** Work hand in hand with the Operations team to manage scheduling/calendars effectively.
- **Multitasking Extraordinaire:** Provide administrative support to other ministries as directed by Executive Team.



## QUALIFICATIONS – Your Superpowers!

- **Passion:** A burning passion for serving God’s Kingdom and a deep commitment to Redeemer’s mission and values.
- **Organization and Communication:** Strong organizational and communication skills, essential for engaging and inspiring volunteers.
- **Team Player:** A collaborative mindset, ready to work closely with ministry leaders and teams.
- **Process Improvement:** The ability to evaluate and enhance processes, always seeking excellence and efficiency.
- **Adaptability:** Flexibility to adapt to changing needs and occasional weekend or evening events.

## CULTURE EXPECTATIONS

- **Character:** A constructive attitude, genuine humility, spiritual vitality, and teachable character.
- **Competence:** Resilient flexibility, customer focused, and results driven.
- **Chemistry:** Relationally intelligent, works collaboratively, and shared commitment to Redeemer’s vision.

## POSITION REQUIREMENTS

- **Devotion:** An active participant in the ministry of Redeemer Presbyterian Church.
- **Confidentiality:** The ability to recognize and maintain confidentiality.
- **Christ-Centered:** Demonstrate Christ-centered behavior by treating people with dignity, respect, and compassion.
- **Tech Savvy:** Computer literate, including website and social media platforms.
- **Physical:** Must be able to lift 25+ pounds and get up and down off the ground without too much discomfort.
- **Flexibility:** This position may require occasional local travel, and a flexible schedule to respond to ministry needs.

**Ready to be part of something amazing? Join our Kids Ministry team and be a part of a transformative journey that will shape lives for generations to come. Apply now and become a Kids Ministry Administrative Associate!**