

University UMC position description

The administrative assistant to the Director of Children and Family Ministry is responsible for record-keeping, data entry and maintenance, and communication with volunteers. This person will interact with Mary Yungeberg (creative support) and Rebecca Dyck (Director, CFM).

Administrative assistant tasks:

- Record and info keeping: attendance/emergency contact systems for childcare/Children's Spiritual Formation activities (like Sunday school)/Children's Special Events, maintaining up to date list of background checks, maintaining up to date health/allergy/photo permission info
- Development, updating, dissemination of CFM record-keeping forms and systems
- Manage childcare scheduling and routine communication with University UMC and Kindred Church childcare teams
- Creation, publishing, management of sign-ups for events/activities, both ongoing and one-off
- Contact of those signed up with appropriate reminders and follow up (either ongoing or one off)
- Sunday school or equivalent: ordering materials, sending and/or printing teacher guides and curriculum aids, sending and/or printing needed materials each week, stocking snacks and supplies, finding visuals (coloring, other needs)
- Management of weekly CFM newsletter for format/ongoing info/updates as provided by Director of CFM
- Recruitment from established candidate pools: Parent/adult volunteers for Sunday school or equivalent spiritual formation routines, Acolyte/Bible bearers/Crucifers, Safe Sanctuary parents for choir rehearsals
- VBS: filling in/printing/setting up clipboards with all paperwork related to class lists, schedule rotations
- Camp Chestnut Ridge: filling in/printing/setting up clipboard with all paperwork related to bus rider attendance/contacts
- Other administrative tasks identified by Director of Children and Family Ministries as these arise

Education and Experience:

Minimum high school or equivalent education. This position requires a comfortable working knowledge of Office 365, and a general interest and aptitude in learning to use the Realm data management system. Video and audio recording skills and knowledge, with Zoom, iMovie and comparable platforms are highly desirable. Experience working in a church or similar environment is a plus; experience working with children and families would be good to have. The successful individual should have an ability to listen and collaborate, be able to take initiative, and be well-organized.

This is a part-time hourly position, 10 hours/week on average, with more hours during busy times: startup of activities in August; Advent; Spring musical; VBS.