

## University UMC Children and Family Ministries Assistant, job description

The assistant to the Director of Children and Family Ministries is responsible for record-keeping, data entry and maintenance, and communication with volunteers. This person will report to Rebecca Dyck (Director, CFM), and be in frequent collaborative contact with other church staff.

### Administrative assistant tasks:

- Record and information 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
- Contact of those signed up in CFM-related roles with appropriate reminders and follow up
- Sunday school or equivalent: maintaining teacher sign up lists, managing distribution of curriculum to teachers, managing inventory needs of snacks and supplies
- Management of weekly CFM newsletter for format/ongoing info/updates as provided by Director of CFM and in collaboration with the Director of Communications
- Recruitment from established candidate pools: Parent/adult volunteers for Sunday school or equivalent spiritual formation routines, Acolytes/Bible bearers/Crucifers
- 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
- Childcare: manage scheduling and routine communication with University UMC and Kindred Church Sunday morning childcare teams; manage childcare scheduling for special events
- 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, 13 hours/week on average, with more hours during busier times, such as startup of activities in August; Advent; Spring musical; VBS.

Job activities can mostly be done remotely, but a preference will be given to the candidate able to come to the church building in person at least once per week.