**Job Description - Elementary Administration Assistant**

**Part Time, 20 hours per week**

**Direct Supervisor: Elementary Director**

The ideal candidate will have a growing relationship with Jesus, have a desire to be a part of a growing Elementary Ministry and seek to support the Elementary Directors in carrying out weekly, monthly and yearly programming and events.

Job Responsibilities include:

* Enroll and Promote all Elementary kids and Volunteers. To include set up of new groups and rosters for Kick Off Sunday.
* Maintain current background checks and applications on all volunteers.
* Create and maintain weekly records, forms (registration forms, incident reports, Welcome Desk forms) name tags, rosters, bin labels and maps.
* Input and update family information into Ministry Platform.
* Purchase all check in materials for the Elementary Welcome Desk.
* Manage Welcome Team
  + Coordinate schedule and recruit weekly welcome team assignments.
  + Create and maintain welcome desk items, guest bags, guest postcards, etc.
  + Set up Elementary kiosks every Sunday and be available for trouble shooting and questions.
  + Update kiosks and assist with implementation items for check in.
  + Send out weekly emails, facilitate training as needed.
* Send Kid and volunteer birthday cards.
* Copy and print for Elementary Programming.
* Create and maintain signage for Elementary Min.
* Assist Large Group Director with stages. Create and Print graphics for large format printer.
* Attend Elementary meetings.
* Assist with Elementary-aged classes and events.
* Collect offering on Sunday and turn into the financial office on Monday.
* Assist with Administrative Assignments for WinShape Summer Camp.
* Other duties as assigned.