

**Assistant to the  
Director of Children's Ministries**  
Ministry Description

**Purpose:**

The Assistant to the Director of Children's Ministries shall provide administrative support to the Children's Ministry team.

**Overall Responsibility:**

The day-to-day organization and administration of information systems, volunteer databases, curriculum management and general office needs.

**Specific Responsibilities:**

1. "Share the Vision" for accomplishing our mission for belonging and becoming through all of our expressions of Children's Ministry.
2. Enter and maintain all volunteer information in order to keep a current database of Children's Ministry Volunteers.
3. Enter and maintain all childcare information in order to keep a current database of Children's Ministry Childcare Workers.
4. Enter and maintain all necessary attendance information and prepare weekend rolls.
5. Schedule Childcare as needed for Children's Ministry Events and Special Church-wide events.
6. Order and Edit Curriculum for Wee Wonders and Kraze.