



Position Title: Early Childhood/Elementary Administrator (Full-Time; 30 hours/week)

Position Summary

The Early Childhood/Elementary Administrator assists with the organization of our Early Childhood and Elementary ministries, Birth-Grade 4. They will work alongside the Children's Ministry Administrator, ministry directors, and Children's teams to ensure excellence in ministry to children. Serves as key registration point leader for special events/programs. This is an in-office position, with occasional remote work permitted for event-related tasks when necessary.

Key Roles and Responsibilities

- Provide administrative support for designated ministry events—coordinate promotion/advertising, registration from set up to completion of event, and communication with all participants (children/volunteers/parents)
- Assist in scheduling and attending Early Childhood/Elementary/Children's Team meetings as requested and take meeting notes
- Process all necessary forms for Facilities, Communications Requests, Check Requests, etc. in relation to events and/or ministry needs. Submit credit card transactions and supporting documentation in a timely manner
- Assist the Early Childhood/Elementary team with copying and printing needs
- Process orders/make purchases as needed: classroom supplies, special event supplies
- Assist with monthly Curriculum Bash, to include helping set up and participate in the Bash engaging volunteers
- Print all replacement volunteer nametags for Early Childhood and Elementary
- Update monthly classroom age breakouts for Early Childhood, to include hallway signage as needed, as well as communicating updates with Children's Ministry welcome desk leads
- Support Fifty6 special events as needed
- Organize and prepare for Child Dedications, including registrations, coordinating with the Communication and Tech teams, communications with families, Legacy Class rosters and supplies, and framing the commemorative gifts
- Be a team player willing to contribute to continual ideas for ministry organization, classroom space for optimal space usage for growth
- Be willing to support the Children's Ministry team with administrative tasks assigned as necessary
- Practice interpersonal skills that enable effective collaboration with other ministry leaders, staff, kids, and parents
- Represent WoodsEdge by following the vision/mission/values and expectations of the church, prioritizing prayer, and seeking to make disciples
- A desire to see children and families falling in love with Jesus and making a difference for the kingdom

Special Events Support (Updated yearly)

- Family Baptism Celebrations (four times a year)
- Child Dedications (five times a year)

- Baby Blessing Shower (twice a year)
- Crew Camp
- LIVE
- CRAZE
- Pine Cove

Success Outcomes

- Excellent assistance to the Early Childhood and Elementary ministries to aid in the execution of Sunday/Wednesday programming, as well as events and programs
- Well-organized Early Childhood/Elementary Ministry to ensure all team members are effectively able to accomplish their roles
- Organized events from beginning to end that help accomplish the mission
- Excellent communication to parents/attendees/volunteers
- Effective delegation to volunteers when appropriate

Requirements

- Strong computer skills and proficiency using Microsoft Office
- Knowledge of Planning Center a plus
- 3+ years' experience in church, non-profit, or for-profit business administrative support requiring decision making, creativity, and a strong work ethic
- High school diploma or equivalent required, bachelor's degree preferred
- Prior experience leading teams or working with volunteers, preferred
- Ability to self-start and see projects through completion without much direction
- Interpersonal skills that enable effective collaboration with parents, other ministry leaders, and volunteers
- Strong organizational and administrative abilities

Performance Measures

- Getting it Done—ability to perform role and responsibility; work ethic
- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge's mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable

Staff Expectations

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A life-long learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor

- Agreement with our Statement of Faith and demonstration of faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness
- Attend WoodsEdge Community Church
- Additional Responsibilities as assigned. Servant's heart for whom no job is too small