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| Organizational Alignment | <i>Employee:</i> | <i>TBD</i> |
| | <i>FLSA Status:</i> | <i>Non-Exempt</i> |
| | <i>Job Status:</i> | <i>Full Time</i> |
| | <i>Reports to:</i> | <i>Kidsway Director</i> |

Goal and Purpose

The vision of the Kidsway Ministry is to help parents raise up Christ-centered kids. Our goal is to provide a safe environment where kids can enjoy great learning about God, experience loving relationships from infancy through 5th grade, and enable our staff and committed volunteers to help our children build their relationship with Jesus.

The purpose of the Administrator role is to, under direction, assist in the coordination of the weekly operations of Kidsway’s Children Ministry; enforce regulations and guidelines; implement and maintain an appropriate environment for the children; supervise and train the Kidsway volunteers and leads; and perform related work as required.

Focus and Scope

Essential duties and responsibilities, i.e. those which are basic, necessary, and an integral part of the job, are indicated below.

General Scope and Responsibilities:

Follow the guidelines of the Bridgeway missions and values to support and improve the systems, policies, and strategy of overall church functions as they relate to children’s ministry. Work with other ministries to holistically support, communicate and serve the vast and diverse families of the church but most specifically the families that interact with children’s ministry. Record keep for children’s ministry staff, hourly staff, volunteer files, incident reports, payroll, attendance, budget and other needs. Keep children’s ministry areas of the data base up to date and accurate.

Essential duties and responsibilities:

- Work in coordination with the Children’s Ministry Director to plan and implement classroom activities and events that support spiritual, social, emotional and physical development of participating children.
- Work cooperatively to establish positive, respectful, and professional relationships with volunteers, children, parents, and coworkers.
- Work to ensure that the family experience is constantly improving in all areas of the ministry.
- Manage customer service areas like the check in experience.
- Complete necessary edits, printing, and uploading of curriculum as well as manage distribution and allocation.
- In support of the support of the finance department, contribute to maintaining timely and accurate financial statements and reports that are appropriate for a multitude of users.
- Livescan new volunteers/team members and enter cleared date into database.
- Keep up to date inventory of ministry resources - physical and data, make orders and track orders.
- Work with HR department to intake and maintain employee’s paperwork and documentation is accurate and up to date
- Train hourly employees on clocking in and out and necessary breaks and monitor weekly time records for accuracy; support HR department with payroll documentation.
- Other duties as assigned.
- Support and contribute to a safe and healthy work environment. Support and maintain safety standards.

Communication Responsibilities:

- Ensure that the facilities team and the Kidsway Director are notified when something is damaged or needs attention.
- Maintain flexibility and consistency in communications with all volunteers.

- ☑ Utilize progressive communication, disciplinary action, and dismissal under the guidance of the Kidsway Director.
- ☑ Create, maintain, model and teach positive methods to volunteers in guiding children back on task; such as encouraging appropriate behavior (praising the child’s accomplishments as well as their attempts at tasks) and set clear limits and rules that children can understand.
- ☑ Work with parents on disciplinary issues; learning a child’s triggers, what parents do at home, along with creating an atmosphere for the child’s ultimate success. Making sure that you are never alone with a child that is being disciplined and that a child gets a “clean slate” each and every time they are in Kidsway at Bridgeway Christian Church.
- ☑ Work with Kidsway Director and Coordinators to have appropriate time/weekends off; scheduling and training a sub as needed.

Raising up Leaders:

- ☑ Identify, cultivate and provide opportunities in the church for existing and potential volunteer positions to lead in.
- ☑ Build strong relationships with key volunteers including lead teachers (pray for them, meet for coffee, do family get-togethers, follow up on how you can be praying for them throughout the month).
- ☑ Maintain and enforce leadership job descriptions i.e. lead teachers posting schedules.
- ☑ Send key volunteers and lead teacher’s birthday cards each month as well as periodic thank you notes and encouragement.

Time Commitments:

- ☑ Responsibilities will require an adjusted work schedule; evening and weekend hours to facilitate services, classroom upkeep and meetings, however, some responsibilities can be done at home.
- ☑ Timely attendance with ability to vary hours and schedule when needed.
- ☑ Specific events you are required to be at:
 - Tuesday staff meetings
 - Kidsway weekly staff meetings
 - Weekend services
 - Volunteer meetings/trainings
 - Camp Kidsway
 - Other Kidsway events
 - Other all-church events

Relationships, Qualifications and Requirements, and Competencies

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| Key Relationships | <i>Reports to:</i> – Kidsway Director <i>Direct reports:</i> – none <i>Ministry partners:</i> – Parents, Volunteers and Members, General Community, and Staff Members |
| Role Qualifications and Requirements: | <i>Education:</i> – High school diploma required, college degree preferred. <i>Experience and Ministry Expertise:</i> <ul style="list-style-type: none"> – Demonstrated heart for children and influence towards growth in their faith. – Dedicated to modeling a godly lifestyle. – A heart to serve the Lord and a vibrant relationship with Jesus Christ. – Ensure that the program promotes the development of each child’s spiritual, physical, social, emotional, and cognitive development, in a nurturing, Christ-like environment. – Display high standards in attitude, outlook, and morals with awareness of the importance of leading by example. – Show respect for individual differences, including cultural differences, point of view and individual preferences. Avoid stereotyping and labeling. – Administrative ability to organize quickly and clearly; self-motivated and organized – Use effective, clear, and understandable written and verbal communication skills. – Practice organizational and time management skills. |

- Understand and exercise appropriate confidentiality of church related business and personnel matters.
- Able to anticipate needs of multiple individuals and diverse groups of people (i.e. parents, children, staff, ministry leaders, child care workers, etc.).
- Timely attendance with ability to vary hours and schedule when needed.
- Proficiency in word processing (Word or Pages), data entry, and spreadsheets.
- Proficiency with church management programs (Fellowship 1, Planning Center, etc.)
- Knowledge and experience with an Apple computer are a plus.
- Knowledgeable about Children’s Ministry and child development is a plus.

Employment Requirements:

- Must pass a pre-employment reference and background screen
- Proof legal authorization to work in the United States
- All employees of Bridgeway Christian Church are expected to firmly support without reservations the church doctrinal statement of personal Christian faith.

Equipment Used:

- Bible, computer, general office equipment, telephone, children’s toys and equipment.

Physical Demands and Work Environment:

The physical demands and work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical:** The employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands and fingers to handle or feel, and reach with hands and arms. The employee is occasionally required to climb, stoop, or kneel. Frequent and regular repetitive movements required using the back, legs, arms, wrists, hands and/or fingers. The employee occasionally will lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** The employee is regularly in a typical office/childcare environment with adequate light and moderate noise levels.

Competencies and Personal Attributes

General:

- Spirit-filled disciple of Christ
- Integrity beyond reproach
- Ability to work in harmony with others
- Flexible, adaptable, coachable, teachable
- Effective Communication
- Unshaken by changing priorities

Employer Disclosure Statement

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed as assigned. Nor is this job description intended, in any way, to be an employment contract. Your employment continues to be at-will. You, or Bridgeway, may terminate employment at any time for any reason.

Employee Acknowledgement and Acceptance:

I hereby acknowledge that I have reviewed and understand the content of this role description and also understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job that I must immediately inform Human Resources.