



Job Title: VBC Kids Administrative Assistant
Reports To: VBC Kids Director
Status: Part-time Paid Position (16 hrs. per week)

VBC Kids is a fun, creative, intentional ministry where we **help kids know and love JESUS**. Our ministry verse is, *"We will tell the next generation the praiseworthy deeds of the LORD, His power, and the wonders He has done."* Psalm 78:4

The VBC Kids Administrative Assistant is someone who loves God and loves people and enjoys helping ministry happen behind the scenes. They are organized, dependable, flexible, and willing to jump in wherever needed. This person works closely with the VBC Kids Director and VBC Kids Team Leaders to provide the administrative and organizational support needed for our ongoing and seasonal ministries. From Sunday Kids Church and midweek programs to Summer Night Camp and special events, their work helps create an organized, welcoming ministry where kids can know and love Jesus.

What you get to do:

- **Help keep us organized.** Great ministry requires a lot of details behind the scenes! You get to help the VBC Kids Director complete administrative and organizational tasks for Kids Church, midweek programs, Summer Night Camp, and other seasonal events. You'll help keep projects moving, deadlines on track, and important details from falling through the cracks.
- **Help our team succeed.** Our VBC Kids leaders and volunteers are on the front lines of ministry, and you help by giving them the tools they need. You'll assist VBC Kids Team Leaders with volunteer certification and personnel records as well as other administrative needs that help our teams serve well.
- **Prepare the tools.** Curriculum, supplies, signs, flyers, registration materials, and classroom resources all help us create intentional ministry environments. You'll track curriculum orders, receive and sort materials, distribute and store resources, help order and organize supplies, and create, update, and print materials for VBC Kids programs and events.
- **Keep us connected.** Families need to know what's happening, and we want every guest to feel seen and welcomed! You'll help respond to VBC Kids emails and inquiries, follow up with guests, create social media posts and help manage VBC Kids social media accounts, track birthdays and send cards to kids and staff, and help communicate important information to our families and teams.
- **Keep the details up to date.** Accurate information helps us care for kids and families well. You'll record attendance, enter and maintain information in our database—including guests, classroom promotions, and staff assignments—and help keep ministry records organized and current. You'll also collect, count, and submit offerings and donations to the Financial Assistant.
- **Jump in and help!** Ministry is a team effort, and sometimes that means helping wherever the need is greatest. You may help address backlogged ministry projects, assist with projects around the campus, help set up for events, or occasionally contribute to all-church programs and events while making sure important VBC Kids responsibilities are completed on time.
- **Be part of the team.** Ministry is more than completing a task list. You'll regularly participate in VBC Kids meetings, staff meetings, and prayer times as we work, plan, pray, and serve together. Whether the task is big or small, your work helps create opportunities for the next generation to know and love Jesus.

