



Position Title: Part-Time Administrative Assistant for Arbor Kids

Hours: 12 hour per week average.

Overview: As an administrative assistant, you will report to the Family Ministry Director and assist in carrying out the mission of Arbor Kids.

Responsibilities:

- Be the primary coordinator for Arbor Kids during Sunday Services.
- Aid the Family Ministry Director as needed.
- Assist in recruitment, training, and coordinating volunteers for Sunday programming.
- Assist in facilitating special events (VBS and Trunk or Treat).
- Assist in facilitating yearly training meetings and volunteer appreciation.
- Oversee volunteer scheduling and scheduling follow-up through Planning Center Online.
- Oversee the Arbor Kid's social media pages.
- Provide support to the Kids Ministry Volunteer team.
- Implement a consistent communication strategy for parents.
- Advocate for the needs of the Kids Ministry to the Family Ministry Director.

Work Schedule:

- 8:00 AM to 12:00 PM every Sunday morning; other 8 hours throughout the week in coordination with Family Ministries Director.

Qualifications/Experience:

- A mature and passionate follower of Jesus.
- Able to understand and apply Scripture.
- Fully supports the vision and mission of Arbor.
- Excellent verbal and written communication skills.
- Able to learn and utilize various software platforms.
- A positive, team-oriented, organized, and people-oriented individual.

Compensation:

- TBD

How to Apply:

- Please email your resume and cover letter to Bryan@arborchurch.com.