



ChaseOaksChurch

Job Description

Title: Kidzone Admin

Team: Legacy Kidzone

Supervisor: Legacy Elementary Director

Approval Date: December of 2018

Qualifications for employment at Chase Oaks Church requires being a Christ-follower—whose work history and lifestyle shows a consistency to adhering to the scriptural principles of the Bible—and agreeing with the Purpose, Strategy, and DNA statements of Chase Oaks.

Chase Oaks Church DNA

- **We Keep It Simple.** We seek to do a few things well.
- **We're All In The Same Boat.** We are all on a journey of transformation.
- **We Boycott Boycotts.** We are known for what we are for, not what we are against.
- **We Glow In The Dark.** We move into hopelessness, need, and injustice with the redeeming power of Jesus Christ.
- **This Is Not Our Party.** This is the Father's party, and we are His servants, privileged to prepare the party and invite the guests.
- **We Don't Go It Alone.** We do life together in groups, ministry in teams, and serve our community in partnerships.
- **Pass The Baton.** We invest in the next generation and give influence to emerging leaders.
- **We Are A Salad, Not A Soup.** We are intentionally diverse, believing that the mix of generations, ethnicities, and cultures helps create the rich and surprising unity Jesus prayed for in John 17.
- **We Don't Sweat The Small Stuff.** We strive to focus on our common mission and core biblical beliefs.
- **We Count The Change.** As the agents of God's redemption on this broken planet, our effectiveness is measured by both personal and community transformation.

Leadership Skills

Drive – The restless pursuit of excellence.

Judgment – Wisdom in action.

Influence – Inspiring achievement in others.

Staff Culture

Leadership: We serve and develop people and provide clear direction. We serve people with prompt follow-up, care for people, develop people, and empower people.

Teams: We work in teams, protect team health, and invest in team development.

We all have specific roles on a team. We are thorough in our team member hiring process, making sure that we hire people who resonate with our DNA and culture. We create team plans, protect team unity, and help each other become more effective team members. We also recognize that Chase Oaks is part of a broader team, so we partner with local churches and organizations who are committed to meeting both local and global needs.

Rhythms: We work hard, play hard, and rest well. We plan our work and work our plans (team plans and personal plans). We are intentional about having fun (staff events and team events), and we make sure we stay replenished (weekly day off, DAWG days, vacations, and sabbaticals).

Learning: We are constantly learning from the past, from other organizations, and from the best practitioners. Passport, LEAD, best practice visits, monthly development conversations with team leaders, seeking feedback often, networking, partnering, reading, conferences, etc.

JOB SUMMARY:

Under general supervision, the Kidzone Administrative Assistant is responsible to perform a variety of administrative staff support duties for the Legacy Kidzone Team, which requires a range of skills and knowledge of ministry goals and organizational procedures. This is a part-time position (25 hours per week).

ESSENTIAL JOB RESPONSIBILITIES:

- Screen incoming calls, and as appropriate, provide requested information, take messages, or redirect inquires. Make phone calls as requested.
- Generate and process correspondence, including mail, email, and faxes.
- Coordinate and prepare for meetings and events (e.g., room set-up and food).
- Prepare expense reimbursements in Shelby and deposits for ministry area.
- Maintain accurate and current records in Rock and other databases.
- Reserve room and resources in EventU.
- Arrange and coordinate travel arrangements.
- Establish, maintain, and update filing system.
- Prepare all documentation, reports, and copies needed for weekend services.
- Perform miscellaneous job-related duties as assigned.
- Support the Kidzone team members.
- Support Friend2Friend Ministry and Buddy Break.

General A Team Duties and Responsibilities include the following:

- Coordinate and prepare for meetings and events (e.g., room set-up and food).
- Prepare expense reimbursements in Shelby and deposits for ministry area.
- Edit and generate correspondence as needed.
- Maintain supervisor's calendar as needed or requested in Outlook (POD, POW).
- Maintain accurate and current records in Rock and other databases.
- Reserve room and resources in EventU.
- Arrange and coordinate travel arrangements.
- Support Office Manager as needed (i.e., admin team, rotating phone duty, special projects, training, and clear communication with front desk in times of absence).
- Attend required meetings.
- Perform miscellaneous job-related duties as assigned.

JOB PROFILE:**SPECIFIC SKILLS / STRENGTHS**

- Ability to multi-task.
- Flexibility and adaptability.
- Energetic and well-organized.
- Proactive and timely in carrying out assignments; able to work independently.
- Ability to understand ministry team objectives.

EXPERIENCE DESIRED

- Experience: Minimum 2+ years related experience and/or training; or equivalent combination of education and experience.

EDUCATION DESIRED

- Education: Minimum of high school diploma or equivalency; college degree preferred.

SUPERVISORY RESPONSIBILITIES

- There are no supervisory responsibilities with this role.

LANGUAGE SKILLS

- Ability to speak effectively and understandably on the phone.
- Ability to effectively present information and respond to common inquiries regarding Chase Oaks ministries.
- High attention to customer service.

COMPUTER SKILLS

- Strong working knowledge of Microsoft Office, Outlook calendaring, and email.
- Basic knowledge of Excel and PowerPoint.
- Experience in data entry.
- Familiar with databases.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Lifting 5-10 pounds is an occasional but essential requirement. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee may be asked to bend and kneel.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.