



Church of God by Faith, Inc.

2409 Old Middleburg Road N. ~ Jacksonville, Florida 32210

Children's Ministry Administrative Assistant Job Description

Volunteer Job Title: Administrative Assistants

Reports to: Sis. Martha Johnson, Lead Coordinator

Scheduled Shift: TBA

Job Location: Conventions

Job Duties/Qualifications:

- Must be proficient in MS Word, Excel, or similar Mac programs
- Must be friendly and work well with a variety of personalities
- Must be able to work independently and with a variety of age groups
- Must be dependable and punctual.
- Be flexible to attend or participate with children's ministry activities
- Must be willing to attend professional development training
- Works with the National Children's Ministry team during scheduled times
- Must be proficient in written and spoken language
- Must be able to communicate well and use basic math computations
- Must dress modestly, yet comfortable

Details of Job:

- Assist parents/children with check in and out
- Greet and assist parents with registration
- Be able to communicate well with or for children's ministry (children/parents, teachers, lead coordinator, nurse – on – call, etc.)
- Arrive at least 15 to 20 minutes before assigned duties
- Help to marketing children's ministry (communicate with COGBF at large, email, newsletters, selling T-shirts, pass out ministry cards)
- Make a voluntary financial contribution to the children's ministry