

Kids Ministry Administrative Coordinator

Position Summary

The Kids Administrative Coordinator will provide administrative support to the Kids Ministry department (gKids and little g's). This position manages the processes, policies, calendar and event details for the department. In all actions, this individual is to reproduce the Generation Church (GC) culture and experience in their unique job context as well as reflect biblical principles and the GC values.

Reports to: Kids Ministry Director

Responsibilities:

- Manages and maintains the Kids database (planning Center) for attendance and parent/children information as well as Team Member information
- Maintains the Kids Ministry's calendar to ensure all Kids events are captured and assists with managing the Kids Ministry Director's schedule
- Oversees and distributes communication emails and letters to parents as needed.
- Conducts the process to track new families including the mailing of the welcome letter.
- Tracks all receipts, turning them into the Finance Department in a timely manner. Itemizing the budget (both preschool and elementary) and creating budget reports monthly for the Director.
- Assists with coordinating and scheduling new members of Team GC for background checks; sends applications, schedules interviews, creates photo badges, and maintains t-shirts and the scheduling of Orientation Trainings.
- Coordinates the ordering and restocking of all material and equipment supplies needed for the Kids Ministry.
- Assists and participates with coordination for major Kids Events: Holiday events, Camps, Conferences, Child Dedication, and Move-Up Day (grade promotions).
- Oversees Kids Sunday Check-in. Maintaining the equipment and supplies as well as helping recruit for check-in Team Members.
- Provide assistance to parents and others by communicating in a Christ-like and professional manner.
- Keep confidentiality in regards to mandating reporting, budget, and private details of church members.

The Ideal Candidate:

- Positive, inspiring teamwork attitude
- Self-motivated, self-directed, requiring minimal supervision
- Passionate about ministry
- Currently living and modeling the GC Team Values



Minimum Qualifications:

- Strong organizational skills ability, including problem solving skills and meeting deadlines in a fast paced environment
- Experience that has equipped them for working in a ministry environment
- Demonstrates spiritual maturity and character
- Effective communication skills, both written and verbal
- Agrees and aligns with the mission, vision, leadership, values, and doctrinal beliefs of Generation Church

Preferred Qualifications and Experience:

- Experience in conflict resolution using good judgment
- Two years of general office experience
- Good understanding of Mac-based platforms
- Ability to recruit, develop and motivate others in a manner consistent with establishing and maintaining effective working relationships

To Apply, Please Do the Following:

- Submit a resume with references + current photo.
- All submissions must be complete and sent to jobs@generation.church
- Create a subject line in the email to jobs@generation.church with the position you're applying for - first name and last name.



More about Generation Church:

Church Overview: Generation Church is an expanding multi-site church that's been rapidly growing since its inception in 2014. We were named one of the Top 100 Fastest Growing Churches by Lifeway Research and Outreach Magazine for the last 6 years in a row and were the fastest-growing church in Arizona for two of those years. We are affiliated with the Assemblies of God and function like a non-denominational, Spirit-filled church. As the church completes a major building program and considers other opportunities to expand to reach more people, we need our leadership team and staff to expand as well. We are in an ongoing hiring process to keep up with the church's growth.

The Greater Phoenix Area: Phoenix is one of the fastest-growing communities in America and one of the top destinations for movers. People want to live here. The desert environment is stunning with low humidity, beautiful winters, hot summers, and moderate fall and spring seasons. New houses are being built everywhere constantly. We have highly rated school districts and lots of charter school options for parents. Every type of shopping, dining, and entertainment opportunity exists in the valley and all kinds of outdoor and sporting options are available locally. In Phoenix, you're a 3-hour drive from the mountains and a 5.5-hour drive from the CA beach.

GC has been constantly growing with a high level of invitation and evangelism. Our growth has accelerated since the beginning of 2020. New members commonly describe the church as "loving and alive, with bold biblical teaching, and Spirit-filled passionate worship."

Our current unique areas of strength:

- Bold biblical preaching that challenges with grace and truth. Experienced Christians gain fresh insight and new Christians can follow and grow too. We give an invitation to accept Jesus as Lord almost every service each week.
- Expressive and passionate worship ministry that moves people into God's presence. "Generation Worship" is writing original music and attracting people who want to be a part of a church body that engages in worship as much as the people on stage.
- Phenomenal NextGen ministry. "gKids" and "GENYTH" students actually WANT to go to church here. They grow to love the Lord and His Church. We're raising lifelong followers of Jesus.
- Top-level women's ministry. "Beautiful Girl" is thriving and reaching women of all ages.
- Chapel services. We create space for older saints who desire a softer worship environment. We want to honor those who sacrificed to build the Kingdom and serve them with love.
- A spirit of excellence. We seek to do everything in a way that glorifies God.
- Innovative creative and media departments. We want the look and feel of what we do to communicate who we are.
- A Family vibe. We view the church as a family and our church staff as a ministry family. It's not a job, it's a calling. We love each other and enjoy being together. We value chemistry on our teams. We value staff kids and go out of our way to love and protect them.

