



## **Administrative Assistant for Childcare**

### **General Description:**

The Administrative Assistant will provide administrative support for the Childcare Coordinator. Duties will primarily focus on overseeing paid childcare workers while assisting with administration of Masterpiece Ministries and Chapelstreet Kids nursery & toddler programming as needed. While serving as part of the Chapelstreet Kids team, this role will interface closely with our Women's Ministries and Masterpiece teams. This is a part-time position and may involve other duties as assigned.

### **Reports to:**

Childcare Coordinator

### **Key Responsibilities:**

Responsibilities include but are not limited to:

- Assisting with the staffing of paid childcare workers for a variety of midweek programming – with particular emphasis on working closely with the Director of Women's Outreach to ensure ongoing childcare for Moms Together.
- Evaluating and tracking hours for paid childcare workers.
- Being present to serve and support the childcare workers and address any issues with parents or children
- Ensuring the rooms are prepared, ready for use and fully supplied
- Providing administrative support for clearing volunteers to serve at Buddy Break.
- Assisting in Chapelstreet Kids events as directed
- Performing other administrative tasks as required such as attending staff meetings

The work schedule will vary due to programming demands but is expected to average 15 hours per week over the course of the ministry year.

### **Abilities and Attributes:**

- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church's Statement of Faith and ministry vision
- Experience with children's programs and familiarity with the requirements for proper care and protection of children, particularly in a church setting
- Strong initiative and ability to work with minimal oversight
- Solid communication skills, both verbal and written

- Strong administration skills including the ability to stay organized, be prepared each week, recognize and address details required to execute activities in multiple rooms
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Highly relational and capable of working positively with ministry leaders, volunteers, and parents
- Dedicated to becoming an active member of Chapelstreet Church