

Rush Creek Church

<https://rushcreek.org/jobs/kids-ministry-administrative-assistant/>

Kid's Ministry Administrative Assistant

Description

RUSH CREEK VISION STATEMENT: We are forerunners of the faith, united, to help people find and follow Jesus.

PURPOSE: To support the Kid's Ministry Team in preparing and working on all Ministry events including Sunday mornings.

Responsibilities

- Show care and Christian concern for parents, children and volunteers.
- Assist/support with a wide variety of clerical/administrative and/or classroom needs, as requested.
- Purchase supplies as needed and manage financial needs, such as receipts, check requests, etc. for Children's Ministries' activities
- Prepare/print curriculum for Sunday, including computer lesson setups.
- Assist with Special Events outside of Sunday mornings (Easter Picnic, Best Weekend Ever, and Summer Camp) as needed.
- Track and maintain data required for Children's Ministry classes such as attendance records, roll sheets, background checks and child abuse prevention training for volunteers
- Prepare Check In stations and monitor children's check in, each Sunday and assist in greeting guests as needed.
- Assist with necessary preparations for Children's Ministry meetings.
- Help with Sunday morning set ups and take downs.

- Answer the main office phone system as needed during office hours

- Other duties as determined by Lead Children's Minister and/or Office Manager.

Qualifications

- Must be a follower of Christ and have demonstrated faith through full immersion baptism.
- Proven work experience as a Receptionist, Administrative Assistant, or similar role
- Hands-on experience with office equipment (e.g. printers and folders)
- Experience in Microsoft Office (Outlook, Word and Excel) required
- Must exhibit strong communication skills
- Customer Service Attitude
- Must be flexible and work well as a team player
- Must attend or commit to attending Rush Creek Church
- A passion for Christ-centered community

Contacts

For more information or to submit your resume contact Michelle King at michellek@rushcreek.org.

Hiring organization

Rush Creek Church

Employment Type

Full-time

Date posted

March 4, 2026