



# Kids Assistant Job Overview

*Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.*

**JOB TITLE:** Kids Assistant

**DEPARTMENT:** Kids

**REPORTS TO:** Kids Director

**FLSA STATUS:** Non-Exempt

**TIME REQUIREMENTS:** Full-time; in-office

**CLASSIFICATION:** Non-Ministerial Role

**VISION:** Abiding in Jesus, we are making disciples together.

**POSITION SUMMARY:** Responsible for assisting directors by providing general administrative support for preschool, elementary, and midweek ministries.

**POSITION RESPONSIBILITIES:**

- Administrative support including ordering of supplies, tracking attendance, maintaining master calendar, updating website, etc.
- Provide Executive Assistant help for Kids Director (email, schedule, coordination, etc.)
- Coordinate and help run Kids Welcome Team on Sundays
- Provide limited support for other Directors as needed/available
- Take notes during Kids Team meetings and follow up with reminders for action items
- Primary contact for general inquiries through email, phone, and web communication channels
- Assist Kids Director in overseeing & supporting Kids Welcome Team
- Planning events
  - a. Coordinate facility reservations (Event Planner), food orders with vendors, etc.
- Participate in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

**ROLE QUALIFICATIONS:**

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark’s staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Passion for providing administrative support to directors and managing multiple organizational tasks
- Pleasant disposition, high-capacity, dependable, flexible, and servant-hearted
- Clear understanding of the importance of administration in the overall mission of Watermark Kids
- Proficiency, experience, and/or competency in Microsoft Excel and other computer applications

*All employees' job descriptions are subject to change from time to time at the sole discretion of management.*