



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

FLSA STATUS: Non-Exempt

DEPARTMENT: Kids

REPORTS TO: Kids Director

POSITION SUMMARY: Responsible for assisting directors by providing general administrative support for preschool, elementary, midweek, and special needs ministries. Assist directors with communication and scheduling tasks.

SPIRITUAL GIFTS: Administration, serving

ESSENTIAL SKILLS & EXPERIENCE:

- Experience in administrative tasks, multi-tasking, communication, and event planning
- Excellent organizational and planning skills, detail oriented, conscientious, and thorough
- Proficiency, experience, and/or competency in Microsoft Excel and other computer applications

POSITION RESPONSIBILITIES:

- Administrative support including ordering of supplies, tracking attendance, maintaining master calendar, preparing nametags, updating website, etc.
- Manage calendars for Kids Directors
- 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
- Planning events: Coordinate facility reservations (Event Planner), food orders with vendors, etc.
- General Watermark staff required activities (Staff meetings, team building, expense reporting, front desk duty, meetings, retreats, Christmas Eve, Easter, baptism, other “all hands on deck” events, etc.)

MARKERS OF AN IDEAL CANDIDATE:

- 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