

Position Description: The Grow Administrator is a part of the Grow Ministry Team which includes Children, Youth, Adult and Recreation ministries. This position provides logistical and operational support for Grow Ministries. The Grow Administrator creatively empowers leadership and volunteers, develops systems, communicates to participants, handles administrative areas of the ministry and oversees Child Care ministries.

Reports to: Minister of Congregational Life

General Responsibilities / Duties:

- Provide operational support, logistics, and administration for Grow Ministries.
- Maintain database with information on volunteers, participants and attendance and dashboards for Grow Ministries in-order to empower leaders and enable discipleship.
- Empowers leaders to follow up with new children, youth, and families.
- Collaborates with Ministry Directors on church wide ministry efforts.
- Collaborates with Grow Ministry Team and volunteers to accomplish set initiatives.

General Ministry Management:

- Provides administrative needs to the Grow Ministry Team to include, but not be limited to ordering of supplies, coordinating vendors, purchasing curriculum and dissemination for weekly ministry and special events.
- Maintain and coordinate Grow Ministry Calendar to ensure balance within the ministry area and overall church calendar as well as adequate time for marketing, volunteer recruitment and ordering supplies.
- Prepares financial documents and/or digital process (check request, vendor payments, deposits, divvy reports etc.)
- Ensures budget management and financial needs of Ministry Teams are current and assists in budgeting process with Directors and Executive Director of Administration.
- Attends staff, Directors and Grow Ministry meetings.

Communication:

- Develop and support processes of communication to ministry leaders, volunteers, and participants.
- Support Directors in developing effective and timely marketing for each ministry area.

Ministry with Volunteers:

- Engages with ministry volunteers to recruit, train, distribute curriculum/resources, communicate and make more efficient.
- Keeps a database of volunteers for each Grow Ministry area to ensure the proper utilization of volunteers.

Childcare Ministry

- Oversees Child Care ministries to ensure excellence including but not limited to scheduling, payroll, policy development and compliance.
- Recruit, interview and recommends candidates for approval to Director of Children's Ministry.
- Coordinates all required paperwork with HR.
- Trains childcare workers including Children, Youth and Vulnerable Adults Policy for all new and current team members.
- Handles all aspects of childcare reservations and check-in.
- Approves and submits childcare payroll
- Handles billing requests to other ministry areas for special events

Important Skills:

Strong interpersonal skills, high energy, ability to work on a team, goal oriented, proficient in technology to streamline processes and procedures, strong organizational skills, ability to adapt to fast pace/changing environments, solution finder.