



POSITION JOB DESCRIPTION ADMINISTRATIVE SUPPORT

The Administrative Support position supports Kids Club (KC) program implementation through data entry, systems creation, records maintenance, supply inventory, and purchasing. Administrative Support helps equip Kids Club staff to achieve the mission of New Braunfels Christian Ministries (NBCM) and exemplifies Christlike character in both personal and professional life, upholding Biblical values in attitude, speech, conduct, and lifestyle. The Administrative Support position reports to the Kids Club Director while also providing administrative support as needed for the NBCM leadership team.

JOB DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE SUPPORT FOR KIDS CLUB PROGRAM

1. Receive and direct phone calls and visitors
2. Provide support for campus referrals
3. Communicate campus counts to Kitchen Coordinator
4. Generate data for reporting purposes
5. Order program/staff supplies approved for purchase
6. Communicate with all KC staff as needed
7. Coordinate Bus Drivers daily to confirm schedule and route
8. Approve Bus Driver timecards
9. Provide guidance for audio/visual equipment
10. Assist with training of staff on systems/processes
11. Create documents as needed to support program
12. Assist Kids Club Director as needed
13. Provide support to Kids Club staff

RECORD KEEPING AND DATA ENTRY

1. Maintain student registrations and profiles
2. Provide program data to development team as requested
3. Prepare KC check requests for accounts payable
4. Reconcile KC credit card expenses
5. Maintain shared electronic files to ensure accuracy & effectiveness

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6. Update KC calendar
7. Create forms on Planning Center as needed

SYSTEMS CREATION

1. Create/revise systems that streamline processes and increase efficiency

ADMINISTRATIVE SUPPORT FOR NBCM LEADERSHIP

1. Provide support to the NBCM Leadership team as needed

All NBCM positions will support the mission of New Braunfels Christian Ministries to share the love of Christ by investing in people. In addition to the job responsibilities above, this person may be asked to complete additional duties as directed by the Kids Club Leadership.

TEAM QUALIFICATIONS

To be successful, an individual must be able to perform and follow through each job duty satisfactorily and in a professional manner. This individual must understand how their job duties affect the vision of the whole program and its stakeholders- donors, foundation partners, volunteers, clients, staff, community partners and NBCM Board. Team-first, servant-leadership, and a face-to-face ministry mindset is essential.

EDUCATION AND EXPERIENCE

1. Associates Degree (or higher) or job-equivalent experience
2. Administrative job-related experience
3. Knowledge of leadership principles and intrapersonal strategies related to programs that involve numerous volunteers

SKILLS

1. Proficient in basic computer skills including email and word processing
2. Proficient in Microsoft Office Suite, especially Excel & One Drive
3. Experience with, or willingness to train in, Planning Center
4. High level of attention to detail in record keeping
5. High level of organization and planning skills
6. Proficient in data entry & generating reports

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CAPABILITIES

1. Conduct all relational and task interactions with professional respect
2. Conduct oneself in a calm and professional demeanor when dealing with difficult situations
3. Effectively communicate orally, electronically, and in writing
4. Filter information as confidential, reportable, or necessary for communication according to federal law and NBCM policies
5. Effectively manage a wide array of tasks, projects, and responsibilities
6. Work productively in an unstructured environment with frequent interruptions
7. Work well with a diverse group of children, staff, volunteers, and donors
8. Engage with KC families in a kind & respectful manner

TIME COMMITMENTS (*)

1. Estimated days/hours are generally,
 - a. Monday-Thursday; 8a-4p
 - b. Non-exempt, hourly; 30 hours per week
 - c. Part-Time; Year Round
 2. Must be available for meetings, special events, training, and volunteer recruitment opportunities, as needed
 3. Must attend Kids Club staff meetings
 4. Must be willing to adjust hours to accommodate the needs of the ministry
- (*) Hours are subject to change at the discretion of the Director.*

ENVIRONMENTAL/WORKING CONDITIONS

1. Most work will be completed in a professional office setting
2. Some work may be requested at program sites

PHYSICAL/MENTAL DEMANDS

1. Standing, sitting, walking, bending, stooping, twisting
2. Occasional stress from dealing with multiple tasks
3. Occasionally lift and carry up to 20 pounds

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand this Job Description. I agree to perform to the best of my abilities the functions and duties described herein, with or without reasonable accommodation. I understand that this Job Description does not constitute an employment contract or alter my "at-will" employment status. I further understand that the duties and responsibilities described in this Job Description are subject to change or modification, as determined by management, and that I am responsible for performing any job duties, or other tasks, and responsibilities that may be assigned, and/or directed by management.

Employee Signature

Date

Employee Name (Printed)

Supervisor Signature

Date

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