

**ResKids Administrator**

**(Part Time)**

The **ResKids Administrator** fulfills Church of the Resurrection’s mission “to know Christ and make Him known” by facilitating the administrative and organizational functions of the Children’s ministry so that the Gospel can be clearly and joyfully shared with the children and Families at Church of the Resurrection.

POSITION SUMMARY

The ResKids Administrator assists the Children’s Director in coordinating and communicating with volunteers and creating organizational structures to ensure our ResKids programs operate safely, smoothly and efficiently.

KEY RESPONSIBILITIES

* Recruit, schedule, coordinate, and communicate with volunteers
* Create and manage forms and information in our database (CCB)
* Coordinate with the Communications Director to attain graphics for emails, t-shirts, outdoor banners, etc…
* Order, organize and manage materials and supplies
* Order food and help with set-up for trainings and ministry events
* General administrative tasks to include copying, printing, assembling packets/folders, spreadsheets…

POSITION REQUIREMENTS

* An open, upbeat, welcoming presence with genuine love for others and a servant’s heart to invest in them.
* The ability to work independently toward a vision or work well on a team.
* Demonstrated success in situations that require taking initiative, problem solving and an entrepreneurial spirit.
* An attitude of good-natured flexibility coupled with an ability to quickly prioritize.
* Excellent organizational skills and attention to detail.
* Strong time-management, multitasking abilities, and the capability to develop administrative systems to improve overall office efficiency.
* Proficiency with Microsoft Office Suite and Mac OS.
* Satisfactory background check with references.

For further information or to apply please contact Martha Borg at: martha@resbalt.org

or call 410.560.0456.

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