

# Park Kids Team Administrator

## Position Description

### GENERAL DESCRIPTION

The ideal person for this role is highly organized, relational, and eager to support our Sunday Park Kids programming through logistics and volunteer care. Primary responsibilities include scheduling and investing in volunteer leaders, developing volunteer culture, leading monthly volunteer meetings, and coordinating appreciation and training efforts. A heart for ministry, strong administrative skills, and the ability to lead with warmth and clarity are essential.

**Title:** Park Kids Team Administrator

**Hours:** 15-20 hours/week

**Compensation:** Pay range rate of \$1,700-\$2,200/month (paid biweekly)

**Last Updated:** June 10, 2025

### MAJOR AREAS OF RESPONSIBILITY

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#### SUNDAY PROGRAMMING TEAM LOGISTICS

- ☐ Lead volunteer team meetings and classroom adjustments two Sundays per month
- ☐ Create and update monthly volunteer schedules and classroom game plans
- ☐ Supply classroom needs of volunteers (name tags, T-shirts, etc.)
- ☐ Recruit (directly and/or through a team) Sunday volunteer team
- ☐ Interview, train, and support Sunday volunteer team
- ☐ Send weekly communications to Sunday volunteer team

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#### VOLUNTEER TEAM CARE & EVENTS

- ☐ Design and execute appreciation parties for the coaches and the lead teacher team
- ☐ Plan and execute team appreciation months
- ☐ Occasional calls and meetings with volunteer team members
- ☐ Develop training plan and events with Director of Park Kids

# REQUIREMENTS

- Affirms and supports Park Church's doctrine, theological vision, mission, philosophy of ministry, and values
- Reputation for high Christian character and maturity in speech, relationships, and spiritual practices
- Knowledge of general office duties and protocol as well as foundational computer skills
- Time management, prioritizing, and project management skills
- Written and verbal communication skills
- Ability to handle sensitive issues, maintaining pastoral confidentiality
- Tuesday and Thursday workday presence at the Park Church building
- 1:1s with Director of Park Kids, Park Kids Team meetings, and other project-specific meetings