

## **KIDS Midtown Campus Coordinator and Administrative Assistant**

**Position Type:** Exempt, Salaried  
**Category:** Full-Time  
**Reports to:** Director of Kids Ministry with a dotted line connection and weekly touch base with our Midtown campus pastor

### **POSITION OVERVIEW**

This is a unique position that supports the entire KIDS team and leads the Kids Ministry program implementation at St. Luke's Midtown campus. This role will provide both behind the scenes support to ensure KIDS ministry continues to thrive and grow as well as front-facing leadership to volunteers and families at Midtown. A typical work week will be Tuesday-Friday, and Sunday, with occasional additional weekend or evening events. Time will be shared between the North Indy and Midtown locations during the week with Sundays at the Midtown Campus.

### **RESPONSIBILITIES**

#### **Midtown Kids Ministry Coordinator**

- Connect with the community, families, and volunteers throughout the week at Midtown (for example: attending Ashley's Music Circle, creating a rotating coffee connection with volunteers, attending relevant community events)
- Execute established Kids programming content as directed by members of the Kids Ministry Team
- Build, empower, and lead a volunteer team who can support and carry out the vision and mission in their role
- Follow established processes for onboarding volunteers, new family follow up, and training follow up for Midtown volunteers and families
- Participate in collaborating and planning in ministry events that are all campus events: Eggstravaganza, Christmas Eve, VBS, Truck Town
- Utilize established processes to connect with new families, connecting them with the Campus Pastor
- Plan Midtown specific events in coordination with the Kids Team and Midtown Events team, with high levels of communication with Midtown Campus team

#### **Overall Kids Ministry Team Administrator:**

- Manage background checks for all volunteers
- Maintain database to keep volunteer information up to date

- Coordinate baptisms across St. Luke's campuses, communicating with families and appropriate staff to ensure that baptisms are scheduled and go smoothly. This process includes responding to families who reach out, scheduling baptism classes and registration for classes, and ensuring a seamless connection between worship, communications, and Kids Ministry Director to create each baptism service
- Support scheduling and management of volunteers
- Manage e-space requests, communicating with Database Administrator to ensure room reservations are made in a timely manner and all set up needs are requested
- Create/maintain Kids Team registration forms and communications request
- Track and analyze monthly budget reports; reconcile monthly Visa bills for the team
- Responsible for compiling all newsletters, including monthly all-church newsletter content for Kids and monthly Kids Ministry email.

#### **Shared Responsibility:**

- Attend weekly Kids Team meeting
- Meet with Midtown staff team as determined by Campus Pastor
- Attend and participate in weekly Staff Chapel

#### **QUALIFICATIONS**

- 1-3 years experience working in church or with kids
- Practices an active Christian faith and has a desire to help faith grow in others.
- Ability to work in multiple spaces and handle simultaneous projects- has the ability to discern the urgent from the important
- Highly relational- energized by meeting new people and investing in established relationships.
- Ideally would live in or very near the Midtown area of Indianapolis- wants to know the neighbors that make up this worshipping location.
- Excited to be part of a multisite church community. Understands that we may serve in different locations, but we are all on the same team.
- Skilled at identifying, recruiting, and retaining volunteers.
- Experience with reading and interpreting budget reports
- Loves to check off a to do list—can anticipate administrative needs and is committed to seeing details through to the end.
- Highly proficient with technology (Microsoft 365, Canva, history of proficiency in database management including running and utilizing reports, proven ability to learn and adapt to new technology—both hardware and software)
- Self-starter, highly organized
- Able to work collaboratively on a team
- Willingness to learn and grow