

# Super Kids Sports Kamp (SKSK) Administrative Assistant



## **SUPER KIDS SPORTS KAMP (SKSK) ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

The Super Kids Sports Kamp Administrative Assistant is responsible for assisting in the execution of a high-impact, high-energy, highly-relational ministry that positions children to powerfully experience the love of Christ; recruits, motivates, and equips a volunteer team to fulfill this vision; ensures that all messages are delivered for life-change and are engaging, relevant, inspiring; and ensures children and their families are well-served.

### **RESPONSIBILITIES**

#### **Model a Growing and Vibrant Relationship with Christ**

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the spirit in work habits and relationships
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching spiritually lost people

#### **Demonstrate Commitment to Cherry Hills Community Church**

- Pursue church membership and uphold the four commitments of active membership
- Join and be a regular, active participant in a Section Community
- Accept and uphold CHCC's Essentials of Our Faith

#### **Provide Communication Support for SKSK**

- Monitor the website to ensure that all SKSK information is up to date and accurate
- Maintain communication with parents via phone and e-mail to answer questions and address concerns

#### **Complete Administrative Responsibilities for SKSK Ministry**

- Maintain all administrative documentation (attendance, follow-up reports, etc.)
- Ensure fellowship one is organized, accurate, and up to date
- Ensure all volunteers are screened and have appropriate follow up
- Organize online registration and day-of check in
- Separate kampers into appropriate teams, sport and huddles and input into Fellowship One

**POSITION TYPE:** Part-Time

**AVERAGE HOURS PER WEEK:** 20 (January – Mid-July)

**SUPERVISOR:** Activity Director