

Children's Programming Administrative Assistant

Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation seeking a full life for all involved: urban youth, families, volunteers and staff, in the neighborhoods of our city.

Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

Purpose of Role

Assistance with administrative details of Children's Programming benefits the ministry by freeing the Children's Programming Director to focus on staff development by providing data & structure that can be used to deepen and broaden the skills of the Site Directors and Site Coordinators.

All tasks are undertaken with support from and supervision by the Children's Programming Director. The Administrative support person is to take ownership of processes and keep the Children's Ministry team informed and up to date. To facilitate first hand experience, this person on occasion will fill in as an aide at camps to remain involved and knowledgeable about the needs, culture, and vision of UrbanPromise Wilmington.

Duties and responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.

Foster Community in Christ

- Engage in personal spiritual development (get a mentor, bible study prayer and the like)
- Participate in staff spiritual practice events (prayer, discipleship, bible study and the like)
- Support and engage in safe practices
- Hold reporting staff accountable in UrbanPromise Wilmington's discipleship expectations.
- Engage in professional development through staff retreats, training, and team building events
- Invest in and support, through actions and attitudes, the UPW community
- Teach and provide opportunities for children to respond to the Gospel message, fostering Godly Character and discipleship (Scripture, prayer, mentoring relationships, service opportunities and the like)
- Support partner relationships
- Actively pursue UPW support raising goals through relationship development, support letters, fig trips and the like
- Have fun

Job title: *Children's Programming Administrative Assistant*

Reports to: *Children's Programming Director*

All Children's Programming Registration

- Oversee and maintain a central hub
- Develop/manage a registration process
- Update registration forms every year
- Set up debrief process, gather information, and make changes

Manage planning for special events - provide overall structure and support by keeping plans on track, offer support throughout each process, set-up debrief and implement changes as needed going forward. These events may include but are not limited to:

- Speech contest
- UD fall college trip
- Math dare
- Spelling contest
- Bible thrill
- Spring break trips
- Field trips
- Campolympics

Summer Camp support (in addition to registration above)

- Order T-shirts
- Review curriculum for supplies, communicate with the Church Relations Director. Get needs from Site Directors - organize and distribute to camps
- Hire Buses for field trips
- Encourage/support Directors organizing Options
- Fire Permits
- Obtain business licenses

General Office Support

- Answer and relay messages
- Maintain proper filing systems
- Transport mail
- Send out thank you cards as needed
- Prepare forms
- Camp coverage
- Retreat preparation
- General schedule (meetings and the like)
- Facilitate meetings for Children's Programming staff
- Prepare agenda for Children's Programming staff meeting

Updating/organizing:

- Schedule Devotions
- Prepare & distribute schedule for children's programming team
- Coordinate Professional development - find resources identified
- Prepare & distribute materials for Children's Programming events
- Assist special projects that deliver all camp outcomes (camp manual)

Data Entry

- Prepare staff evaluations
- Manage dashboards
- Acquire and enter timesheet information weekly
- Keep track of budget

Serve as point of contact for external partners which may include

- City of Wilmington Food Program
- Music, sports, arts, education special programming

Support Children's Programming staff as needed