



SPRING HILL

AGE-GRADED ASSISTANT

The Bridge Church is a multi-site church that has grown from 80 to 3,500 since 2008. This growth curve, coupled with our vision to multiply by 10 in the coming years, has created a growing need for an Age-Graded Assistant to continue to reach as many kids and students with the gospel. The Age-Graded Assistant will be responsible for all the administrative needs for Bridge Kids and Students. This role will require someone who is great with details, execution oriented and self driven.

QUALIFICATIONS

- Fulfill the membership requirements of The Bridge Church.
- Fulfill the Biblical qualifications of a deacon as outlined in Scripture
- Strong and growing personal commitment of Jesus Christ.
- Ability to see and articulate the leadership behaviors of The Bridge while embodying them to protect our culture
- Ability to thrive in a fast-paced work environment with a happy disposition.
- Ability to work well with others and promote a strong team atmosphere.

SPECIFIC DUTIES & RESPONSIBILITIES

- Responsible for all administrative duties for Bridge Kids and Students including proficiency in appropriate computer software (Microsoft Office, Dropbox, Database Systems, etc.)
- Create and maintain small group rosters for both ministry areas.
- Oversee first time guest follow up for both ministry areas.
- Keep volunteer spreadsheet updated, assist in the on boarding process for volunteers, communicate with volunteers weekly, write and send monthly volunteer birthday cards for both ministry areas.
- Manage calendar for Bridge Kids and Bridge Students Directors in Spring Hill.
- Complete monthly expense report and manage calendars for Age-Graded Directors.
- Coordinate supply purchasing for both ministry areas.
- Work with Database Specialist in running any needed reports to track attendance, events, etc. for both ministry areas.
- Coordinate the details of all trainings for both ministry areas at the Spring Hill Campus.
- Own all administrative details for student ministry events and available to attend if needed.
- Be the point person on all aspects of curriculum preparation for both ministries.

SCHEDULE: Sunday - Thursday (available for special events, retreats, etc.) / **HOURS:** 29 hours per week / **DIRECT REPORT:** Campus Pastor / **COMPENSATION:** TBD