



## Administrative Assistant (AWANA) Part-Time Children's Ministry Job Description

**Title:** Children's Ministry Administrative Assistant (AWANA)

Harvest Bible Chapel of Peoria has a commitment to Four Pillars:

1. Unapologetic Preaching: Preaching the authority of God's Word without apology. (2 Timothy. 4:2)
2. Unashamed Worship: Lifting high the name of Jesus Christ in worship. (John 4:24)
3. Unceasing Prayer: Believing firmly in the power of prayer. (Ephesians 6:18)
4. Unafraid Witness: Sharing the Good News of Jesus Christ with boldness. (Ephesians 6:19-20)

**Position Objective:** To work with the Children's Ministry Director in conjunction with the Coordinators of Higher Ground to lead and develop life-giving and life-changing children's ministries at Harvest Bible Chapel of Peoria.

### **Spiritual & Character Qualifications:**

The Administrative Assistant (AWANA) should:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- Have a history of moral purity
- Be a self-starter with drive, passion and initiative
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude
- Must be a member of Harvest Bible Chapel Peoria or become one within one year of hire.

### **Professional Qualifications or skills:**

- Enthusiasm for the doctrine, vision, philosophy of Harvest Children's Ministry
- Proficient at Microsoft Word and Excel
- Very detail oriented with the ability to multi-task.

### **Position description:**

The responsibilities of the Administrative Assistant (AWANA) are:

- Work closely with the Children's Ministry Director and Higher Ground Coordinators in managing the care of AWANA
- Assist in weekly room set up for AWANA
- Maintain and organize new family registration for AWANA
- Maintain inventory of stock supplies for AWANA
- Organize and maintain volunteer badges
- Assist in curriculum prep for AWANA
- Help assist outreach family events such as Family Skate, Family Swim and Family Movies, and VBS
- Manage and Update Fellowship One and Planning Center in regards to AWANA
- Assist in weekly assignments as needed to carry out Sunday and Wednesday ministries (backup).

**Summary of Qualifications:**

This person must be spiritually mature, have a heart for children, flexible, and able to multi-task in order to assist the midweek ministry of the Children's ministries at Harvest Bible Chapel. The Administrative Assistant (AWANA) for Children's Ministry will work under the leadership of the Children's Ministry Director and in conjunction with the Higher Ground Coordinators.

This role is an essential ministry function of Harvest Bible Chapel of Peoria, which is necessary for the fulfillment of the Great Commission and the ministries religious, charitable, and educational purpose as set forth in Article I of the Bylaws.

**Salary and Benefits:**

- This is a part-time hourly position (20-25 hours)
- A competitive hourly wage commensurate with experience will be provided.
- Serious candidates should send a HBCP Application for Employment, a cover letter and resume to:

Heather Holt  
Harvest Bible Chapel of Peoria  
Attn: Administrative Assistant for Children's Ministry –AWANA Search  
401 Cimмерon Dr.  
East Peoria, IL 61611

Or email to: [hholt@harvestpeoria.org](mailto:hholt@harvestpeoria.org)