Discovery Land Administrator - Guest Services

Team: Discovery Land

Reports to: Director of Discovery Land

Status: Full-time (40 hours per week); Non-Exempt; Weekend and evening hours are required.

Position Summary:
This position will support Discovery Land by providing the administrative support necessary to provide excellent children’s ministry programming.

Responsibilities:
- Manage the Sunday morning Welcome Team
  - Build, train, and manage team of volunteers
  - Create a positive first day experience for visitors
  - Track and follow-up on first time visitors
- Be the DL Point Person for PCO (church software) Check-Ins
  - Build and manage team of volunteers to assist families with the check-in process
- Manage Tuesday Resource Team
  - Organize projects for team to work on each week from ministry leaders
  - Contact person for Resource Team volunteers
- Administrator for the Café Ministry including purchasing and PCO needs
- Support the Discover Market Coordinator as needed with building access and finance management
- Manage the finances for DL
  - Manage receipts and purchases for ministry leaders
  - Prepare deposits of incoming cash/checks
  - Present receipts to Director of DL for approval on regular basis
  - Print financial reports for ministry leaders as requested by Director of DL
- Communications support liaison
  - Organize Theme Night flyers with Communications quarterly
  - Proofread the Parent Link newsletter
  - Monitor DL Facebook page for comments and answer questions
- Administrator for all fall and summer recruit events as well as training events
- Manage and Update Discovery Land calendar
- Streets of Bethlehem (bi-annual event) staff liaison
  - Coordinates with the zoo
  - Supports the Streets Coordinator
• Assist the DL Support Administrator as needed
• Assist Experience Coordinator with volunteer appreciation, training, and special events
• Other tasks as assigned by the Director of Discovery Land

**Position requirements:**
• A desire to make an impact through Children’s Ministry
• A desire to learn and understand all things Discovery Land as it relates to the ministry here at AAC.
• Ability to follow written and verbal instructions with great attention to detail.
• Proficiency in Microsoft Word, Excel, Google Docs.
• Financial experience desired
• Some social media experience desired
• Good oral and written communication skills
• Ability to easily learn additional programs or equipment
• Positive attitude, friendly and outgoing
• Problem solving/crisis management skills
• Ability to effectively lead people and build teams
• Ability to multi-task quickly and effectively
• Excellent organization skills
• Works well within systems/structure
• Flexible and enjoys fast-paced ministry
• A committed, growing follower of Jesus Christ
• A member of Appleton Alliance Church or able to complete the membership process
STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another

MINISTRY VALUES
1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God’s Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church
Our purpose is simple: Connecting People with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy

Strategic and Effective
We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of “success” will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission

Felt Needs First, Prescribed Needs Second
We will seek to meet people’s felt needs first, then move people to the “prescribed” needs outlined in the Bible
**Come and See - Go and Be**
We will partner with the congregation in doing Kingdom work. The staff’s role will be to provide clear vision and effective programming. The congregation’s role will be to invite people to come and experience what God is doing through Appleton Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to “go and be” the reality of Jesus Christ by sharing Christ’s love through personal evangelism, community service and world missions.

**Healthy Relationships**
We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

**Servant Leadership**
We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

**Stronger Together**
We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

**Complementarian**
Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

**Healthy Leadership**
We are healthy, high capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

**Equip Future Leaders**
We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.

*Connecting the world with God and one another*