



POSITION DESCRIPTION

POSITION TITLE	Database Administrator	Effective Date of Description	5.13.20
Campus/Department:	Central Operations	Team:	Finance
Position Status:	Full-time 35 hours/week, Monday – Friday 7:30 am – 3:00 pm		
Pay Status:	Hourly	Exempt Status:	Non-exempt
Position Reports To:	Finance Team Leader		
Position Supervises:	Volunteers		

POSITION SUMMARY

The purpose of this position is to maintain the database system, process weekly updates and train staff team members and volunteers how to most effectively utilize the database.

ESSENTIAL RESPONSIBILITIES

- Maintenance of Database - Design and maintain structure of the church database, review data entry of other team members
- TreeHouse Kidz - Responsible for providing database support for all campuses with their database needs including family registration forms, attendance sheets, volunteer nametags, lists volunteers, Checkpoint entries/attendance, email lists
- Student Ministries - Responsible for providing database support, entering new students into the database, attendance sheets and e-mail lists.
- Weekly Attendance – Enter, print and email weekly attendance and financial information for each campus
- Decision Team - Administrative support for the team to include making name tags, making resources used and replenishing those resources
- Baptism - Enter baptism information for all campuses, create report for the announcement of baptism, format and print baptism photos, and provide data for measurement reports.
- Training - Training other team members and volunteers on how to use the database

HIGH LEVEL GOALS OVER THE NEXT TWELVE MONTHS

- Transition current database to a cloud based database
- Training materials for database

OTHER RESPONSIBILITIES

- Assist with Accounts Receivable functions.

KNOWLEDGE, SKILLS and ABILITIES REQUIRED

- Must understand and agree with the mission and values of RiverTree
- Faithfulness - Demonstrates a vibrant and compelling relationship with God in Christ; responds to the power of the Holy Spirit in daily life; is obedient to Christ's mission to go and make disciples



- Administration - Must possess standard computer skills, accurate keyboarding, and great attention to detail. Church database experience and Microsoft Excel skills are a plus.
- Encouragement - Is encouraging when assisting others to enter and search for information in the database.
- Builds Relationships - Uses appropriate interpersonal skills to work effectively with others in the church and in the community; interacts with others in a personable, honest, genuine, and collaborative manner; builds coalitions and partnerships to enhance effectiveness.
- Conflict Resolution – Encourages open communications confronts difficult situations maintains objectivity and Biblical perspective, uses appropriate negotiating skills to resolve conflict
- Planning and Organization – Plans for appropriate resources, integrates changes smoothly, sets goals and objectives, works in an organized manner

WORKING CONDITIONS

- Sitting or standing for long periods of time
- Walking or moving about to accomplish tasks
- Talking/Hearing to communicate with those inside or outside of the church
- May need to lift up to 50 pounds
- Close visual acuity to perform activities such as reading spreadsheets and database information

SUMMARY AND SIGNATURES

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

This job description is a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Team Member.