

Life Changers International Church Job Description

Job Title: Kids Town Coordinator
FLSA Status: Nonexempt
Dept: Children's Ministry
Date: February, 2018
Reports to: Co-Director of Operations

Job Summary

Under the guidance of the Co-Director of Operations, the Kids Town Coordinator will be responsible for assisting with the oversight of volunteers and department leaders, all activities and special events. The Coordinator will update and maintain the database, create Kid's Town forms, and perform admin functions, including but not limited to processing background checks on all volunteers.

Essential Job Duties

1. Assist in the oversight of all activities related to Kids Town
2. Oversee attendance reporting
3. Update and maintain database
4. Create and update Kid's Town forms
5. Processing Kid's Town applications and background checks
6. Process department requisitions
7. Help control inventory
8. Handle all Weekly and Monthly shopping as needed
9. Serve as the creative director of Elementary
10. Process purchase orders and reimbursements
11. Provide oversight of volunteers and department leaders
12. Assist with volunteer recruitment
13. Assist in planning and execution of all special events
14. Assist in planning and execution of Summer camps
15. Other duties as assigned

Required Education, Knowledge, Skills and Abilities

- Must have a saving knowledge of Jesus Christ and have answered His call to commitment of service. Must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision and Culture. Attend services on Wednesdays and Sundays.
- Requires commitment to operate as a team, respecting the individual demands on others but never placing individual responsibilities above the goal of the team or the success of the church.
- Possess good communication skills, written, verbal and listening skills

- Ability to work independently with self-motivation and self-discipline
- Have a valid driver's license, be able to make pick-ups and deliveries
- Flexibility in hours required to work during special events with Kid's Town
- Trustworthiness and responsible with children, parents and security issues
- One to two years experience in education, a ministry or volunteer work with children and administrative work.
- Experience with Microsoft Suite, Computer skills, and attention to detail
- Be able to physically participate in Summer camp and Kids Town with planning, set-up and execution, including lifting up to 25 lbs, bending, reaching, speaking, and standing for 6-8 hours.

By signing, I acknowledge receiving and understanding this description and agree to perform the duties to the best of my ability.

Signature

Print Name

Date