

Life Changers International Church

Job Description

Job Title: Kids Town Coordinator
FLSA Status: Nonexempt
Dept: Children's Ministry
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. Travel between Hoffman Estates and Chicago Campus

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 communication and 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.
- Have a heart for ministering to children
- 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.

- Demonstrate on-going financial support of the ministries of Life Changers Church
- Be able to travel between Hoffman Estates and Chicago Campus
- Demonstrated ability to be creative with events, themes, activities
- Demonstrated ability to lead volunteers, children, oversee events, etc.
- 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.
- BA in Education, Ministry, or comparable degree preferred
- 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.