

# **Life Changers Kids Creative Assistant**

**Job Title:** Life Changers Kids Creative Assistant

**Status:** Full- Time

**Department:** Children's Ministry

**Reports to:** Co-Director of Operations

## **Job Summary**

Under the guidance of the Co-Director of Operations, the Kids Creative Assistant will be responsible for assisting with the oversight of creativity for Life Changers kids online and in-person worship experience. Assisting with all-volunteer and department leader training. The planning and execution of all activities and special events. The Creative Assistant 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 as scheduled.

## **Essential Job Duties**

1. Drive the creativity of all areas of Life Changers Kids to worship experience; including lessons, dramas, puppets, and worship
  2. Build meaningful connections with kids and parents through both online and in-person communication for both our global & local church
  3. Help drive and maintain kid's growth for both our global and local kids through online and social media
  4. Assist in the oversight of all activities related to Life Changers kids
  5. Oversee attendance & reporting
  6. Update and maintain Kids Ministry database
  7. Create, maintain, and update Kids Ministry forms
  8. Process Kids Ministry volunteer applications and background checks
  9. Process department requisitions
  10. Help control inventory
  11. Handle all weekly and monthly shopping as needed
  12. Serve as the creative director of Elementary
  13. Recruitment and retention of new Kids Ministry Volunteers
  14. Be committed to train and inspire creative growth in our volunteer team
- 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 the 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, 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 pounds, bending, reaching, speaking, and standing for 6-8 hours.