



LIFE CENTER

As of April 1, 2019

Job Title: LC Kids Coordinator
Section: Administration
FLSA Status: Non-Exempt

Department: Life Center (LC) Kids Ministry
Reports To: LC Kids Team Lead

POSITION SUMMARY:

Support the Life Center Kid's Ministry staff, volunteers and families by fulfilling a variety of clerical and administrative functions. Assist in volunteer onboarding process, recruitment, training and retention. Provide support in planning and executing all LC Kids services and events.

KEY or ESSENTIAL FUNCTIONS:

The essential functions of the position include but are not limited to the following:

- Provide clerical support to the Team Leader and Ministry Directors including printing, copying, tracking paperwork, group prep, craft prep, and creating reports as needed
- Assist the Team Lead and Directors to develop, evaluate and update systems and processes to support the staff and volunteer teams
- Maintain and update ministry and volunteer files and databases
- Oversee volunteers, including New Family greeters, clerical and craft team, through all stages of recruitment, onboarding, training, scheduling and appreciation.
- Communicate information to volunteers, parents, kids, the LC Kids team and LC staff about events, ministry and general details
- Assist in event planning including coordinating volunteers, setting up and tearing down, purchasing supplies, and hosting the event
- Lead AIM coordination and communication

SECONDARY FUNCTIONS:

- Assist in the planning and preparation of Transform Camp including tracking registrations and processing leaders paperwork
- Assist in other ways as requested by Life Center pastors and staff
- Provide Christian spiritual guidance to those seeking help (A.C. duty) 2 hrs. per week
- Participate in Rooted (either as facilitator, member, or helping with some aspect) at least annually

QUALIFICATIONS/REQUIREMENTS:

- Education: GED or High School diploma required. Bachelor's degree preferred
- Experience: Volunteer experience in LC Kids classrooms preferred
- Licenses/ Certifications: None required

EQUIPMENT UTILIZED:

- Personal computer and supporting software programs. e.g.: Microsoft Office
- Electronic databases. i.e., Planning Center Online, etc.
- Other office equipment including, but not limited to, printers and copiers

PHYSICAL REQUIREMENTS:

- Active mobility for up to 2 hours at a time
- Ability to sit/stand and work at a computer keyboard for up to 2 hours at a time
- General office administrative activities: copying, filing, telephone use
- Move, lift and/or carry up to 25 pounds in accordance with State of Washington (WA) Labor & Industry (L&I) standards

MENTAL REQUIREMENTS:

- Understand, agree and adhere to the Lead Pastor's Expectations of Staff
- Assure work is performed in a confidential, timely and efficient manner
- Provide excellent communication, relational and conflict management skills
- Understand and adhere to general and implicit instructions relevant to assigned duties
- Adapt to and demonstrate flexibility in dealing with a variety of people
- Work well in a collaborative team setting
- Exhibit excellent judgment, troubleshooting, problem solving, analysis, and discretionary skills
- Display the ability to handle work-related stress effectively
- Handle multiple priorities simultaneously
- Demonstrate excellent attention to detail

WORK ENVIRONMENT:

- Potential exposure to childhood illnesses or conditions
- Performs duties primarily in an office environment and/or children's ministry classroom

NOTES:

1. Life Center Foursquare Church retains the discretion to add to or change the duties of this position at any time.
2. This document is not a contract.

ACKNOWLEDGMENT:

I, _____, acknowledge that this job title and description portrays my position, status, and duties for which I've been hired at Life Center. I further acknowledge that based on my duties and compensation, I am non-exempt from the overtime, minimum wage, and recordkeeping requirements of federal and state law.

Dated this the _____ day of _____, _____

Employee Signature