



Mission Statement: To raise up our children as World Changers who thrive in spreading the love of God.

Children's Ministry Volunteer Positions

Title: Administrative Assistant

Goal: Assist the Children's Director with any administrative tasks.

Importance: The Administrative Assistant helps the Children's Director with unique and usually one-time tasks. This allows the Children's Director to focus on more tasks effectively.

Tasks:

- Obtain monthly task from Director.
- As you work on the task communicate regularly with the Director on your progress.
- Complete task by due date.

Skills:

- Good Communication
- Typing, Word, Excel, Power Point
- Make Professional Looking Documents
- Research Skills
- Great at Changing Tasks Monthly
- Self-Motivated

Setting: Volunteer from home and sometimes from the church office.

Schedule & Commitment: Time spent on fulfilling this position will vary.

Training & Supervision: The Children's Director will walk you through your monthly tasks and answer any questions that you have.

Screening: Must be age 18 or older, a member of Legacy Church and fill out a Children's Ministry Application.