

PT Kidspring Assistant Job Description

Purpose

The Kidspring Assistant (part-time position) will be primarily responsible for supporting the Kidspring Pastor in planning and working with other team members with various Kidspring children's ministry services and/or special events throughout the year.

Qualifications

The Kidspring Assistant must have a love for God, for the church, and a heart to see the Kidspring children and volunteers grow in their relationship with Christ. In addition, the following are required:

General Qualifications

- Meeting the 1 Timothy 3, Titus 1, and 1 Peter 5 qualifications for church leaders
- Leadership aptitude and the ability to support the Kidspring Pastor
- Commitment to Lifespring Church's vision, values, and beliefs

Please Note: You will need to become a legal resident in South Korea to be able to work at Lifespring Church. Please check your citizenship and visa requirements to enter and reside in South Korea, as the church will not be able to provide other means to receive a visa.

Specific Qualifications (*Some training can be provided)

- Ability to have good time management with overall status and progression of multiple projects within deadlines; ability to delegate work to team members
- Desire and aptitude to learn new technology and trends in media, communications, video, and social media networks
- Communication and ability to work well with church leaders, team members, and the congregation

Responsibilities

- Help support the Kidspring Pastor for weekend services and special services throughout the year
- Keep Supervising Pastor informed of weekly duties
- Attend and participate in leadership meetings as an active member
- Sunday service and weekday meeting participation



- General church responsibilities shared by the team and other duties as required (administrative, building/facilities, etc.)

Salary

- Salary will be commensurate with training and experience, as well as total hours (specific work days can be discussed; part-time position)

Apply via Email

If you are interested, please submit the following (PDF copies) and include “KIDSPRING ASSISTANT” in the subject line of your email.

1. Current CV or resume + recent bio photo
2. 2 References (Supervisor/pastor of a church or a non-relative adult who knows the applicant’s character and ability in media/production)
3. Please attach an explanation of why you are interested in this position (1 page or less)

Send to: Caroline Nam (office manager) at **caroline@lifespring.kr**