

Morning Star Church Job Description

Job Title: Children's K-3 Coordinator
Reports To: Children's Director
FLSA Status: Salary – Non-Exempt
Approved By: Staff Relations Team
Approved Date: 06/1/2009
Classification: Part-Time Staff, 30 hours

Job Overview

The Children's K-3 Coordinator will be responsible for helping oversee the K-3 programming in Children's ministry.

General responsibilities will include but not be limited to:

- Scheduling of Small Group Leaders and Large Group Leaders and other job roles as needed;
- Recruit volunteers and place them according to their spiritual gifts;
- Assist the CM Director in leading the weekly ministry planning meeting for leaders and volunteers;
- Attend weekly CM staff meeting; MSC staff devotional; and other meetings as assigned;
- Helping motivate, mentor, and encourage ministry leaders;
- Leads the V.I.P. time 30 minutes prior to each service on the weekend; present and available to troubleshoot, encourage, and cheerlead during ministry hours;
- Working with CM Director to equip, train and facilitate meetings with K-3 teams;
- Communicating with families and teams on a regular basis;
- Reviewing curriculum and gathering supplies needed for large and small group or working with current team to communicate what supplies are needed to do ministry from week to week;
- Helping with planning and implementation of Children's Ministry events including Vacation Bible School, Children's Camp, Eggstravaganza, and other "bridge events".

Skills and Talents

- Creative
- Organized
- Excellent communication skills
- Team Player
- Self Motivated
- Understanding of MS Word and MS Excel

Experience

- Teaching and leading children and leading children's volunteers and staff required.
- Interacting, consulting, and being a resource for parents required.
- Previous professional experience in a similar role preferred.
- Completion of Safe Sanctuary or equivalent training preferred.