

# Morning Star Church

## Job Description

Job Title: Children's 4<sup>th</sup> & 5<sup>th</sup> Grade Coordinator  
Reports To: Children's Director  
Status: Salary – Exempt, Part-Time 20 Hours

### Job Overview

The Children's 4<sup>th</sup> & 5<sup>th</sup> Grade Coordinator will be responsible for helping oversee the 4<sup>th</sup> & 5<sup>th</sup> Grade programming in Children's Ministry.

### General responsibilities will include but not be limited to:

- Casting a vision for the values of excellence and safety.
- Recruiting volunteers and placing them according to their spiritual gifts.
- Connecting with families and kids to build excitement for Kid Connection.
- Recruiting, training, supervising, and empowering Small Group Leaders, Worship Team Members, Media Producers, Media Presenters, Registration Volunteers, and Greeters.
- Being present and available to troubleshoot, encourage, and cheerlead during ministry hours.
- Preparing literature for use in weekend services.
- Preparing materials and teaching props needed each week for Large Group presentation.
- Scheduling Large and Small Group Leaders weekly.
- Attending weekly Staff devotions.
- Leading V.I.P. Time ½ hour prior to each service.
- Working with the Children's Director to implement special events such as VBS, Easter Eggstravaganza, and Christmas Musical.
- Working with the Children's Director to implement Family Take It Home Events and Training.
- Working with the Children's Director on Training Events for all aspects of 4<sup>th</sup> & 5<sup>th</sup> Grade Ministry.
- Working with the Youth Director to bridge the transition for kids moving into Youth Ministry.
- All other duties as assigned by supervisor.

### Skills and Talents

- Organized
- Excellent Communication Skills
- Team Player
- Self Motivated
- Understanding of MS Word, MS Power Point, and MS Excel

### Education and Experience

- Undergraduate degree in a field closely related to childhood development preferred.
- 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.