



Job Description: MSC Kids Programming Coordinator

Reports to: Director of Children's Ministry

Classification: Part-Time | Non-exempt (10 hours)

Job Code: ED255

JOB OVERVIEW:

The MSC Kids Programming Coordinator will demonstrate a strong commitment to Jesus Christ while supporting the Children's Ministry program operations of Morning Star Church.

This position will work closely with the Director to plan weekend programming and special events. Primary duties are responsibility for ensuring children's weekend and event programming is equipped and ready for facilitation.

The individual will be a creative self-starter who is committed to and supports the philosophy and mission of Morning Star Church and its Children's Ministry. This person will have a strong passion for supporting kids while they take their next steps on their spiritual journey and play a large behind the scenes role in making that happen.

RESPONSIBILITIES (included but not limited to):

- Download and print Curriculum, Activities, Lesson Plans, and any other needed materials for Weekend Programming
- Obtain props & supplies for Large Group Teaching & Skits by pulling from existing supplies, purchasing, or creating new.
- Obtain supplies for Small Group Leader Bins by pulling from existing supplies, purchasing, or creating new.

- Coordinate volunteers who do prep work for weekend programming and make supplies available for them.
- Online Virtual Classroom Management & social media – responsible for uploading videos and creating Social Media Content for Children’s Ministry Page/Group
- Media for Programming – responsible for downloading and preparing media presentations.
- Assist in planning, supplying, and supporting special Children’s Ministry Events such as Vacation Bible School, Family Worship Weekends, and other special events.
- Occasionally provide staff leadership during weekend Children’s Ministry to assure quality control and/or as substitute for Director.
- Other duties may be assigned as needed to enhance the performance of this position or to support the ministry of Morning Star Church

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Job Description: MSC Kids Programming Coordinator
Reports to: Director of Children’s Ministry
Classification: Part-Time | Non-exempt (30 hours)

SKILLS, TALENTS & QUALIFICATIONS:

- The ideal candidate will be a creative thinker.
- Familiar with age-appropriate learning styles and activities for kids
- Task- oriented and able to work with a deadline.
- Be able to use or learn to use online resources such as Pinterest, Teacher Blog Sites, Canva, etc.
- Familiar with downloading and file transfers.
- Proficient in the use of Microsoft Outlook, Word, PowerPoint & Excel
- Strong organizational skills and attention to detail

- Have well-developed decision-making skills and discernment.
- Ability to work well with staff and volunteer teams and maintain a professional relationship with them and others within the church.
- Ability to take direction and give direction along with excellent written and verbal communication skills.
- Positive attitude, flexibility, and willingness to embrace change and demonstrate proactive approach to problem-solving.
- Associate degree or equivalent work experience
- Teaching and/or Children's Ministry experience strongly preferred.