



---

## ROLE DESCRIPTION:

### KIDS MINISTRY ASSISTANT PROGRAM DIRECTOR

Term:	Seasonal: Spring & Summer
Reports to:	Luke LaRocque, Director of Ministry & Kids Min Coordinator
Enrollment Level:	SLT

---

## Role Description:

Support the ministry of Muskoka Bible Centre by making a positive and lasting impact by leading peers and children through Bible centered teaching and living a Christ centered life.

## Accountabilities:

- Managing the day to day programming of Kids Ministry with the assistance of the Kids Min Coordinator
- Oversee the registration for all children who attend Kids Ministry program
- Oversee the four age groups of ministry: Little Steps, Hoppers, Jumpers and Skippers
- Managing staff productivity and schedule – university and high school aged students
- Provide oversight for Self Serve Nursery
- Service with Excellence Every Time (S.W.E.E.T.)
- Spiritual leadership within the Kids Ministry Department
- MBC Team player
- Duty Manager duties

## Qualifications:

- Post-secondary – Early Childhood Education or Child & Youth Care
- Experience in leading a team to direct children in outdoor and indoor settings, classroom, church, camp or sports
- Leading Bible studies, teaching, activities, evangelism, missions
- Working in a team setting – complement one another and assist as needed
- An applicant studying childhood education and development would be recommended

## Additional Requirements: Compliant with –

- All relevant government regulations
- The MBC Child and Youth Protection Policy (Working with children)
- Staff Handbook policies and procedure
- Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required
- Student Leadership Team expectations and Responsibilities for those who are SLT
- Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused
- Quick on feet, quick responding and can handle crises
- Able to liaison effectively with guests and program participants
- A heart for influencing youth & young adults to be passionate followers of Jesus Christ
- Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner
- Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations
- Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect

ROLE DESCRIPTION:

**KIDS MINISTRY ASSISTANT PROGRAM DIRECTOR**

**Working Conditions:**

- Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position
- Weekend and evening work will be required from all staff
- Physical Demands some physical working conditions such as running and playing with kids and youth. High stress conditions are likely to exist during peak seasons.
- Work hours –
  - You can expect to work 6 days per week
  - You can expect to work 6-8 hours per day
  - You can expect to work 40 total hours (on average) per week
  - Early, late and split shifts should be expected