



mckenzie towne church

McKenzie Towne Church
Fall/Winter Ministry Coordinator (p/t)
Summer Student Grant Funded

DATE: Oct. 5 – Jan. 25, 2020/2021
HOURS: 17.5 hours per weeks
WAGES: \$15 per hour

RESPONSIBILITIES:

This position focuses fully on services to children, youth, and other administrative tasks at MTC. This role provides valuable learning experiences for a student pursuing a career working with children, youth and families. The tasks that the students will be responsible for include:

- Assist the Children's Pastor in the planning of the MTC Kids Sunday Program (3hrs)
- Help in the MTC Kids Sunday Program on Sundays (4hrs)
- Assist the Youth Pastor in planning for the Sr. High, Jr. high, and 5/6 Programs (3hrs)
- Be present and help one evening a week with a Student Ministry Program (4hrs).
- Help with general tasks to support the ministry at MTC (3.5hrs)

There is flexibility in mid-week working hours but should typically be done between 9am – 5pm Monday – Thursday (TBD when hired). Sundays and one evening a week are required for the role.

QUALIFICATIONS:

- Leadership Skills: assume responsibility for working independently on assigned tasks; work productively; lead children/youth in activities
- Teaching Skills: work with children and youth
- Administrative Skills: plan, organize and evaluate activities; keep records; good working knowledge of Microsoft Office
- Personal Skills: love of children and youth, team player, self-motivated, reliable, responsible, accountable, friendly, enthusiastic, good time management, able to address the needs and concerns of church settings and committed to Christian values and principles.
- Communication: Ability to communicate effectively with children, youth, and adults in person, by phone, or online
- Must be between the ages of 15 – 29 to qualify for the Government Funding.

If you are interested in this position, please submit resume to the Trevor Berry at trevorb@mckenziestownechurch.com .