

We are searching for a new **mainly music Coordinator**

To facilitate the mainly music ministry on Wednesday mornings during school terms.

Duties include:

- facilitating and administering weekly the mainly music preschool programme.
- select and prepare the weekly music, slides and movement routines.
- maintain contact database of children and parents/caregivers providing information on upcoming sessions and activities.
- work closely with the team of volunteers and helpers.
- assisted by volunteers, set up the mainly music space and pack down/reset at the conclusion.
- assist with hospitality offered to parents/caregivers and children.
- organise special activities acknowledging Mother's Day, Father's Day, Easter, Christmas, and other special occasions.
- offer pastoral care and support to children, parents and caregivers at mainly music.
- be responsible for his/her own health and safety while at work, ensuring that actions or inactions do not put others at risk.

Working with:

St Aidan's Ministry team & volunteers
Children's ministry Vestry representatives
Children and families in the Parish

Children external to the Parish
Parents and young families
external to the Parish

It is desirable that the mainly music Coordinator has:

- ✓ Experience in working successfully with children and parents of various ages and backgrounds
- ✓ Qualifications in appropriate fields e.g., children's ministry, teaching, counseling, support work
- ✓ Proactive, independent, initiator, able to see the big picture but also able to effectively implement details
- ✓ Resilient
- ✓ Relationship builder
- ✓ Excellent interpersonal and listening skills
- ✓ Excellent time management skills
- ✓ Able to prioritise and manage competing demands
- ✓ Mature approach in dealing with sensitive issues
- ✓ Sense of humour
- ✓ Ability to work collaboratively within immediate and extended team
- ✓ Demonstrates discretion, with the ability to work with confidential information
- ✓ Demonstrate a passion for influencing young people's lives with God's love and message
- ✓ Strong organisational and communication skills
- ✓ Comfortable using technology
- ✓ A willingness to learn and be directed

This is a paid role of five hours per week during school terms.

Contact the Rev'd Kerry Davis if you are interested or would like to know more:

kerry@staidans.co.nz

0223649594