

Faithbridge Church



POSITION DESCRIPTION

Position Assignment:

- **Title:** MDO Director
- **Staff Grade:** Full-time (Salary, 40 hours per week, Exempt)
- **Accountability:** Reports to Kids Ministry Director
- **Ministry/Dept.:** Kids Ministry

Summary of Position:

The Faithbridge MDO Director leads a team that provides ministry to families and children on Mondays and Wednesdays, ensuring a Christ-centered, safe, and enriching environment for kids ages infant-5 years. The MDO team consists of the MDO Director, the MDO Teachers, and the MDO Teaching Assistants.

Purpose:

To provide high quality and excellent service, with the right heart attitude, offering a high level of coordination to the Kids Ministry. In doing so, the mission and vision of Faithbridge can be carried out at all times.

Duties & Responsibilities:

1. Oversee the teachers, curriculum, and budget for FB Kids MDO.
2. Help recruit, discover, train, schedule and support the teachers.
3. Lead FB MDO event planning- events TBD.
4. Assist in creation of and preparation of training materials for teachers.
5. Participate in strategic oversight and planning with the Kids Ministry director for FB Kids MDO.
6. Be on-site for Monday and Wednesday programming.
7. Manage resources and ordering for FB Kids MDO.
8. Coordinate with the Kids Ministry team about sharing space.
9. Manage tuition payments, registration, and class placement for FB Kids MDO.
10. Set the school year calendar (typically following the Klein school calendar) for each school year.
11. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.

Organization Relationship:

This position shall be directly accountable to the Kids Ministry Director. There is also extended accountability to the Executive Pastor of Stewardship and Next Gen Ministries. This position will have contact with church attendees, paid staff, parents, and outside vendors.

Working Conditions:

This is a salary and full-time position (40 hours per week), with a regular weekly schedule determined with the Kids Ministry Director. Work may be done off-campus at your supervisor's discretion. The job runs August-May, Mondays in the summer if needed.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.