



## ShineKidz Executive

**Reports to:** ShineKidz Supervisor

**Purpose:** The ShineKidz Executive assists ShineKidz Supervisor to achieve our church mission of *"Leading Generations into a Life-changing Relationship with Jesus Christ."* In particular, the ShineKidz Executive is to:

1. Have a keen passion to work with children (age 7 to 12 years old) & their families
2. Plan and conduct programmes and activities for children
3. Plan at least 5 programmes each (June/Dec) and 2 programmes each (Mar/Sept), adapt program materials from Children Ministry or Program resource pool.
4. Establish and maintain supportive relationships with children and parents
5. Fetch students from designated pick-up point
6. Execute daily activities in accordance to timetable
7. Ensure students complete homework and revise spelling
8. Ensure the safety and well-being of each child
9. Provide support in dismissal duties
10. Assist in carrying out ART process as roster by team leader if necessary.
11. Understand all MSF safe management measures and ensure compliance by students, Assistant teachers and parents.
12. Brief and supervise Assistant teacher for her class so that they work efficiently as a team.
13. Handle enquiries and concerns from parents of students in her class for daily care routines including safe measures required.
14. Step up as 2IC and assist Supervisor whenever required or in her absence (medical leave or annual leave).
15. Perform other duties as required.

### Skills/Qualifications:

- GCE 'O' Levels and familiar with Primary school syllabus
- Completed Certificate in Student Care
- Passionate, approachable, engaging and well-versed
- Possess good communications skills
- People-oriented
- Team player, with a strong sense of responsibility
- Conducts lessons with enthusiasm
- Likes to learn and pick up new skills

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*Leading Generations into a Life-changing Relationship with Jesus Christ*

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