



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."* He/she is responsible for providing a safe, nurturing, and enriching environment for students in after-school care programs. This role involves supervising and engaging with students, planning and implementing activities, and ensuring their well-being.

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. Implement behaviour management strategies and address disciplinary issues with empathy and professionalism
10. Provide support in dismissal duties
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 his/her absence (medical leave or annual leave).
15. Perform other duties as required.

TEL + 65 6386 6702 | MOB + 65 9117 6000 | FAX + 65 6386 6703 | EMAIL shine@gospellight.sg | ADDRESS 39 Punggol Field Walk, Singapore 828753

Leading Generations into a Life-changing Relationship with Jesus Christ

www.gospellight.sg

Skills/Qualifications:

- GCE 'O' Levels and familiar with Primary school syllabus
- 2-3 years of experience
- Effective classroom management skills
- Completed Certificate in Student Care would be a bonus
- 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

Organization Chart

