



## DISCOVERY ZONE DIRECTOR & EXECUTIVE COORDINATOR JOB DESCRIPTION

**Employee:**

**Hire Date:**

**Job Title:** Discovery Zone Director &  
Executive Coordinator

**Supervisor:** Lead Pastor

---

**Purpose:** Directly responsible for the overall administration and day-to-day affairs of Discovery Zone (birth through Pre-K) as well as coordinating the communication, team leaders and special events at MTVchurch.

### **Experience and Knowledge Required:**

- A love and calling toward ministry to children and families
- Supervise multiple projects and teams effectively
- Excellent verbal and interpersonal skills
- Attention to detail and ability to follow through with tasks and projects
- Ability to recruit, lead and equip leaders to lead Discovery Zone
- High energy with enthusiasm for MTVchurch's vision of Creating Contagious Communities of Hope

### **Essential Functions and Responsibilities:**

- Manage day-to-day functions and programs of Discovery Zone
- Recruit sufficient Discovery Zone volunteers for excellent and thriving preschool environments
- Schedule and coordinate Discovery Zone volunteers through Planning Center as needed
- Recruit, develop and equip Ministry Team Leaders capable of leading in our Discovery Zone environments
- Ensure all Discovery Zone supplies and curriculum materials are distributed and implemented for successful use by volunteers

- Oversee and manage Discovery Zone data administration through Planning Center
- Provide pastoral leadership for Discovery Zone volunteers and Ministry Team Leaders
- Work with MTVgroups Minister to look for expanding ways to minister effectively to parents of young families
- Coordinate and implement an overall communication strategy for MTVchurch utilizing existing mediums (MTVchurch News, MTVchurch E-News, worship guide, social media) and expanding into new mediums as available.
- Coordinate with individual ministries of MTVchurch wanting to advertise to ensure information is best shared with our church across all available platforms.
- Facilitate communication and project follow-up with the leadership teams of MTVchurch (Elder Team, Personnel Team, Finance Team, Properties Team, Nominating Team)
- Oversee communication and development of Ministry Team Leaders at MTVchurch
- Assist with the planning and successful implementation of church-wide special events at MTVchurch

**Other Duties and Responsibilities:**

- Maintain Discovery Zone budget for MTVchurch
- Monitor and report monthly defined measurables (as defined by supervisor)
- Plan and coordinate special events for Discovery Zone ministry (Easter Egg Hunt, Parent Dedication, etc.)
- Assist other staff with projects and ministries as available

**Pastoral Responsibilities:**

- Assist with pastoral care needs of MTVchurch. Partner with Ministry Team Leaders on pastoral care issues and keep the staff and elders apprised on all related issues
- Be available as needed to assist in crisis situations, hospital visits, funerals, and/or weddings
- Attend Sunday services (30/30 rule: arriving 30 minutes before services begin and leaving 30 minutes after services end)

**Supervisory Responsibilities:**

Manage and oversee responsibilities of Ministry Team Leaders under your span of care

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_