



FH KIDS EARLY CHILDHOOD COORDINATOR -- POSITION DESCRIPTION

MISSION

The Fair Haven Kids Early Childhood position (part time, 25hrs/week) is designed to ensure that safe and nurturing experiences are carried out for children birth to age five. These ministries should create a positive first experience of church for these youngest attenders and help lay a foundation of knowing God's love and being a part of God's family.

The Fair Haven (FH) Kids Early Childhood Coordinator serves as a member of the Fair Haven staff and is responsible for the following:

- 1 Managing the early childhood ministries for Fair Haven
- 2 Managing the early childhood volunteer leaders and paid childcare staff for Fair Haven

MANAGING THE EARLY CHILDHOOD MINISTRIES

The FH Kids Early Childhood Coordinator leads all aspects of care and spiritual development for children birth through age five at Fair Haven.

- Result #1:** The FH Kids Early Childhood Coordinator has been a successful advocate and ambassador for our ministry to young children including his/her communication to parents, volunteers, and our congregation.
- Result #2:** The FH Kids Early Childhood Coordinator has successfully created an environment that is safe for children to discover who God is and experience His love while they are in our care.
- Result #3:** The FH Kids Early Childhood Coordinator has successfully edited and distributed preschool curriculum to volunteers in collaboration with other Harbor Churches children's ministry staff.
- Result #4:** The FH Kids Early Childhood Coordinator has successfully supported other ministry areas in their childcare needs, as well as provided care as an outreach through the Moms Day Out program.
- Result #5:** The FH Kids Early Childhood Coordinator has served on teams (including Harbor Churches teams) to carry out special events.
- Result #6:** The FH Kids Early Childhood Coordinator has been an active member of the Family Ministries Team to ensure mission alignment, purposeful transitions and success of shared goals.

MANAGING THE EARLY CHILDHOOD VOLUNTEERS AND PAID CHILDCARE STAFF

The FH Kids Early Childhood Coordinator leads all early childhood staff at Fair Haven.

- Result #7:** The FH Kids Early Childhood Coordinator has successfully established meaningful relationships and provided spiritual care for the nursery and preschool volunteer leaders, as well as paid child care staff.
- Result #8:** The FH Kids Early Childhood Coordinator has successfully recruited, trained, continually developed and multiplied leaders to carry out the mission in the early childhood areas.

WORKING RELATIONSHIPS

- Reports to Family Ministries Director
- Works alongside Fair Haven Children and Family Ministries Team
- Works in collaboration with Harbor Churches Children's Ministry Teams

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Thank you for your interest in employment opportunities at Harbor Churches. To apply for the position, please follow the steps listed below. If you have questions about specific positions or the application process, please email Harbor Churches Human Resources at [hr@harborchurches.org](mailto:hr@harborchurches.org).

To Apply:

- Complete an online application found at the following link: <http://goo.gl/forms/dqPMxPO1iM>
- Submit your resume and cover letter to:
  - ◆ [careers@harborchurches.org](mailto:careers@harborchurches.org)
  - ◆ Include a SUBJECT line of: YOURLASTNAME Yourfirstname, Title of Job Opening