



Position Description FAIR HAVEN ELEMENTARY COORDINATOR

MISSION

The *Fair Haven Elementary Coordinator* will help kids find their way back to God by providing direct leadership of kids ministry teams for children in Kindergarten through grade 5.

The *Fair Haven Elementary Coordinator* serves as a member of the Fair Haven staff and is responsible for the following:

1. Implement the vision of Fair Haven Kids Ministry by partnering with parents and families to help children become passionate and devoted followers of Christ.
2. Successfully lead the elementary volunteer leadership teams and ministry programs.
3. Recruit, train, equip, and lead the volunteers in the elementary area.
4. Provide leadership and oversight for the tasks pertaining to elementary programming including but not limited to: communications, policy and procedure, database management, and volunteer management.
5. Actively engage in and create missional opportunities for children and families in our community.
6. Be an active member of the Fair Haven ministry staff and the Harbor Churches multisite network.

Position Grade: Full time, salary

Ministry Team: Fair Haven Kids Ministry

Reporting Relationship: Fair Haven Family Ministries Director

LEADING STAFF & VOLUNTEERS

- Result #1:** The *Fair Haven Elementary Coordinator* has met regularly with volunteers to provide coaching, oversight and collaboration. Volunteers are supported and directed in their areas of ministry responsibility and programming is effectively implemented.
- Result #2:** The *Fair Haven Elementary Coordinator* has assisted in recruiting all needed Fair Haven Harbor Kids Ministry volunteers. This is an ongoing, team approach, initiative.
- Result #3:** The *Fair Haven Elementary Coordinator* has provided timely, fresh and on-going training for volunteers in the Elementary area at Fair Haven Harbor Kids Ministry.

MISSIONAL OPPORTUNITIES

- Result #4:** The *Fair Haven Elementary Coordinator* has understood that their role is not simply limited to the kids who attend Fair Haven Church, but to the kids of our community and world as well. Therefore, it is expected that the *Fair Haven Elementary Coordinator* will have actively engaged, planned, and supported missional opportunities.
- Result #5:** The *Fair Haven Elementary Coordinator* has participated in recruiting needed volunteers to staff the missional events and advocate for missional opportunities.

ALIGNMENT WITH VISION / STAFF TEAM

- Result #6:** The *Fair Haven Elementary Coordinator* provides leadership for the development of the goals and strategy of the elementary programming at Fair Haven Kids Ministry for the purpose of maintaining their alignment to Harbor Churches/Fair Haven's mission, vision and values.
- Result #7:** The *Fair Haven Elementary Coordinator* meets regularly with the Family Ministries Director and members of the Fair Haven staff to engage in leadership and support in areas of responsibility.

Result #8: The *Fair Haven Elementary Coordinator* has participated across campuses in working collaboratively in children's ministry as well as with Harbor Churches Central Services ensuring organization-wide best practices approach to systems and technology usage.

PROGRAMMING

Result #9: The *Fair Haven Elementary Coordinator* has effectively utilized the gifts and abilities of volunteers in the Fair Haven Kids Ministry.

Result #10: The *Fair Haven Elementary Coordinator* has ensured that parents have had an excellent and warm experience with Fair Haven Kids Ministry.

Result #11: The *Fair Haven Elementary Coordinator*, in collaboration with the Volunteer and Outreach Coordinator, has recruited and placed volunteers to implement the Fair Haven Kids Ministry, including team leaders.

Result #12: The *Fair Haven Elementary Coordinator* work with the Harbor Churches Kids team to prepare age-appropriate curriculum that agrees with Harbor Churches theology.

COMMUNICATION

Result #13: The *Fair Haven Elementary Coordinator* has overseen and implemented all aspects of communication for Fair Haven Kids Elementary area. This will leave parents feeling informed, connected and excited about the Fair Haven Kids Ministry.

POLICIES AND PROCEDURES

RESULT #14: The *Fair Haven Elementary Coordinator* has ensured that elementary kids programming is safe, clean and well-ordered.

RESULT #15: The *Fair Haven Elementary Coordinator* has ensured elementary volunteers have adhered to all the Fair Haven Kids Ministry policies and procedures.

RESULT #16: The *Fair Haven Elementary Coordinator* has provided training for all policies and procedures for elementary Fair Haven Kids Ministry volunteers.

WORKING RELATIONSHIPS

- Reports to Fair Haven Family Ministries Director
- Works alongside of other staff members.
- Provides direction and oversight for elementary team volunteers.

The *Fair Haven Elementary Coordinator* is a salaried, full time position. Requirements for the position are gifts and skills necessary to lead, develop, and implement volunteer leadership teams, a passion for reaching the lost for Christ, organizational aptitude, good communication skills, and a strong desire to lead/shepherd and empower volunteers in the spiritual formation of children. As with all church staff positions, the *Fair Haven Elementary Coordinator* must have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.

Thank you for your interest in employment opportunities at Harbor Churches. To apply for this 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.

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
 - ◆ Include a SUBJECT line of: YOURLASTNAME Yourfirstname, Title of Job Opening