



## **SOUTH HARBOR ELEMENTARY COORDINATOR**

### **Position Description**

#### **MISSION**

The *South Harbor Elementary Coordinator* will help kids find their way back to God by providing direct leadership of kids ministry teams for children in grade 1 through grade 5.

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

1. Implement the vision of Harbor 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, empower, train and equip the volunteers in the elementary area.
4. Provide leadership and oversight for the tasks pertaining to elementary programming including but not limited to: database management and volunteer management.
5. Actively engage in missional opportunities for children and families in our community.
6. Be an active member of the South Harbor ministry staff and the Harbor Churches multisite network.

**Position Grade:** Part-time, hourly (20 hours per week)

**Ministry Team:** South Harbor Kids Ministry

**Reporting Relationship:** South Harbor Kids Coordinator

#### **LEADING STAFF & VOLUNTEERS**

- Result #1:** The *South Harbor 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 *South Harbor Elementary Coordinator* has assisted the South Harbor Kids Coordinator and Early Childhood Coordinator in recruiting all needed South Harbor Kids Ministry volunteers. This is an ongoing, team approach, initiative.
- Result #3:** The *South Harbor Elementary Coordinator* has assisted the South Harbor Kids Coordinator in providing timely and on-going training for volunteers in the Elementary area at South Harbor Kids Ministry.

#### **MISSIONAL OPPORTUNITIES**

- Result #4:** The *South Harbor Elementary Coordinator* has participated in recruiting needed volunteers to staff missional events and advocate for missional opportunities.

## ALIGNMENT WITH VISION / STAFF TEAM

- Result #5:** The *South Harbor Elementary Coordinator* provides leadership for the development of the goals and strategy of the elementary programming at South Harbor Kids Ministry for the purpose of maintaining their alignment to Harbor Churches mission, vision and values.
- Result #6:** The *South Harbor Elementary Coordinator* meets regularly with the South Harbor Kids Coordinator and members of the South Harbor staff to engage in leadership and support in areas of responsibility.
- Result #7:** The *South Harbor 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 #8:** The *South Harbor Elementary Coordinator* has effectively utilized the gifts and abilities of volunteers in the South Harbor Kids Ministry.
- Result #9:** The *South Harbor Elementary Coordinator* has ensured that parents have had an excellent and warm experience with South Harbor Kids Ministry.
- Result #10:** The *South Harbor Elementary Coordinator*, in collaboration with the Kids Coordinator and Early Childhood Coordinator, has recruited and placed volunteers to implement South Harbor Kids Ministry, including team leaders.
- Result #11:** The *South Harbor Elementary Coordinator* work with the Harbor Churches Kids team to prepare age-appropriate curriculum that agrees with Harbor Churches theology and the ability to step in and lead program as necessary.

## COMMUNICATION

- Result #12:** The *South Harbor Elementary Coordinator* has overseen and implemented communication for South Harbor Kids Elementary area. This will leave parents feeling informed, connected and excited about South Harbor Kids Ministry.

## POLICIES AND PROCEDURES

- RESULT #13:** The *South Harbor Elementary Coordinator* has ensured that elementary kids programming is safe, clean and well-ordered.
- RESULT #14:** The *South Harbor Elementary Coordinator* has ensured elementary volunteers have adhered to all the South Harbor Kids Ministry policies and procedures.
- RESULT #15:** The *South Harbor Elementary Coordinator* has assisted the Kids Coordinator in providing training for all elementary South Harbor Kids Ministry volunteers.

## WORKING RELATIONSHIPS

- Reports to South Harbor Kids Coordinator.
- Works alongside of South Harbor Early Childhood Coordinator.
- Provides direction and oversight for elementary team volunteers.

The *South Harbor Elementary Coordinator* is an hourly, part time position that includes working on Sundays. Requirements for the position are gifts and skills necessary to lead, develop, and implement volunteer leadership teams, a passion for reaching people 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 *South Harbor Elementary Coordinator* must have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.

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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](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