



WALKER HARBOR KIDS COORDINATOR -- POSITION DESCRIPTION

Part-Time – 15 hrs/weekly

MISSION

The Walker Harbor Kids Coordinator will help people find their way back to God by providing direct leadership of weekly children's ministry on the Walker Harbor campus.

Position Grade: Part-time/Hourly/Non-Exempt

Ministry Team: Walker Harbor Staff

Reporting Relationship: Walker Harbor Campus Pastor and Harbor Churches Kids Team

The Walker Harbor Kids Coordinator serves as a member of the Walker Harbor staff and is responsible for the following:

1. Coaching, leading and supporting volunteers.
2. Oversee Sunday morning children's ministry.
3. Oversee the implementation of all children's policies and procedures.
4. Oversee the communication of children's ministry
5. Assist in the creation and implementation of Walker Harbor's ministry as part of Walker Harbor staff.

LEADING VOLUNTEERS

- Result #1:** The Walker Harbor Kids Coordinator has met regularly with volunteers to provide coaching, oversight and collaboration. Volunteers are supported and directed in their areas of ministry responsibility. All areas of ministry responsibility are effectively implemented.
- Result #2:** The Walker Harbor Kids Coordinator has recruited all needed children's ministry volunteers by September 1st of each ministry year.
- Result #3:** The Walker Harbor Kids Coordinator has provided timely and adequate training for all volunteers in the children's ministry.

SUNDAY MORNING CHILDREN'S MINISTRY

- Result #4:** The Walker Harbor Kids Coordinator has selected and implemented all aspects of curriculum for the children's minister, in collaboration with the values and best practices of Harbor churches.
- Result #5:** The Walker Harbor Kids Coordinator has effectively utilized the gifts and abilities of volunteers in the children's ministry.
- Result #6:** The Walker Harbor Kids Coordinator has ensured that parents have had an excellent and warm experience with Walker Harbor Kids ministry.
- Result #7:** The Walker Harbor Kids Coordinator has recruited and placed enough volunteers to implement children's ministry on Sunday mornings, including team leaders and coaches.

POLICIES AND PROCEDURES

- RESULT #8:** The Walker Harbor Kids Coordinator has ensured that all Kids programming is safe, clean and well-ordered.
- RESULT #9:** The Walker Harbor Kids Coordinator has overseen and evaluated all children's ministries policies and procedures.
- RESULT #10:** The Walker Harbor Kids Coordinator has provided training for all policies and procedures for all children's ministry volunteers.

CHILDREN'S MINISTRY COMMUNICATION

Result #11: The Walker Harbor Kids Coordinator has overseen and implemented all aspects of communication for Walker Harbor kids. This will leave parents feeling informed, connected and excited about the children's ministry.

STAFF TEAM

Result #14: The Walker Harbor Kids Coordinator has met regularly with the Lead Pastor and members of the Walker Harbor staff to provide leadership and support in areas of responsibility.

Result #15: The Walker Harbor Kids Coordinator has participated across campuses in working collaboratively in children's ministry, ensuring the use of similar systems and approach.

WORKING RELATIONSHIPS

- Reports to Walker Harbor Campus Pastor.
- Works alongside of other staff members.
- Provides direction and oversight for volunteers serving in areas of responsibility.

The *Walker Harbor Kids Coordinator* is a part-time hourly position. Requirements for the position are a working knowledge of children's ministries, gifts and experience necessary to lead, develop, and implement teams in children's ministry, 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 *Walker Harbor Kids 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 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.

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