



EARLY CHILDHOOD COORDINATOR

Position Grade: Part-time, Hourly
Ministry Team: Kids Ministry Team

Reporting Relationship: South Harbor Kids Coordinator

Position Description: The Early Childhood Coordinator will ensure that effective and safe ministries are carried out for children birth to preschool age. These ministries should create a positive first experience in kids ministry and should nurture and instruct children in their walk with Christ. Using a team approach, the Early Childhood Coordinator will seek to empower and equip volunteers in the spiritual development of children.

Position Responsibilities:

- Help cast the Kids Ministries vision at South Harbor
- Serve with the Kids Ministry Team in the recruiting, training, equipping, and shepherding of volunteers
- Equip and facilitate volunteers to identify and use their gifts and passion for ministry
- Ensure that safety is a high priority at all levels of ministry
- Be present enough on Sunday mornings to ensure effective ministry
- Promote team building within every volunteer team
- Work with the Kids Ministry Team to provide an outreach emphasis for children. This includes providing follow-up information to the children and staff
- Work with the Kids Ministry Team to keep the congregation, church staff and Consistory informed of early childhood ministry happenings
- Effectively communicate with parents to foster positive relationships and to further faith formation outside of Sunday mornings
- Be responsible for operating within the kids ministry budget
- Be responsible for the administrative operations of early childhood ministries
- Participate in goal and strategy sessions as well as in evaluations of Kid's Ministries for the purpose of maintaining their relevance to Harbor Church's mission, vision, and values
- Work in cooperation with the Kids Ministry Team

The Early Childhood Coordinator position is a part-time, hourly position. Minimum requirements for the position are a working knowledge of kid's ministries, gifts and experience necessary to lead, develop, and implement teams in kid's ministry, a passion for helping people find their way back to God, organizational aptitude, good communication skills, and a strong desire to lead/shepherd volunteers in the spiritual formation of children. As with all church staff positions, the Early Childhood Coordinator must have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.

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

Thank you for your interest in employment opportunities at Harbor Churches