



Kids Ministry Coordinator - Jamestown Harbor Church

Position Description (20 hours/week)

MISSION

The Kids Ministry Coordinator will help people find their way back to God by implementing kids ministries for kids birth-fifth grade.

Position Grade: Part-time/Hourly/Exempt

Ministry Team: Jamestown Harbor Staff

Reporting Relationship: Jamestown Harbor Kids & Students Director

The **Kids Ministry Coordinator** serves as a member of the Jamestown Harbor Church staff and is responsible for the following:

1. Preparing and leading kids ministry programming
2. Leading and Equipping Volunteers.
3. Staff team responsibilities

KIDS MINISTRY PROGRAMMING

The Kids Ministry Coordinator serves as the point person for all kids ministry programming.

- Result #1:** The Kids Ministry Coordinator as met regularly with the Kids & Student Ministries Director in order to plan and prepare programming.
- Result #2:** The Kids Ministry Coordinator has communicated relevant program details to volunteers at least one week in advance.
- Result #3:** The Kids Ministry Coordinator has ensured all the details and logistics of kids ministry programming and prepared and communicated in a timely manner.
- Result #4:** The Kids Ministry Coordinator has led each program opportunity with an enthusiastic, non-anxious presence that invites both children and volunteers to participate collaboratively.
- Result #5:** The Kids Ministry Coordinator has collaborated with staff and volunteers to ensure age-appropriate and positive transitions for kids and families that promote personal and family formation.
- Result #6:** The Kids Ministry Coordinator has been present at all kids ministry programming outside of Sunday mornings, including VBS.

VOLUNTEERS

The Kids Ministry Coordinator is responsible for assisting in recruiting adult and youth volunteers and leading volunteer teams

- Result #7:** The Kids Ministry Coordinator has participated in a volunteer recruitment process that has resulted in enough volunteers to maintain a safe ratio of adults to children at ministry programs and gatherings.

- Result #8:** The Kids Ministry Coordinator has ensured every volunteer has a results-based job description outlining a clear path to success.
- Result #9:** The Kids Ministry Coordinator has implemented a training and equipping strategy that has equipped volunteers to thrive in their unique roles.
- Result #10:** The Kids Ministry Coordinator has led regular team meetings with volunteers to build community and collaboration.
- Result #11:** The Kids Ministry Coordinator has participated in quarterly scheduling meetings and sent out scheduling requests at least one month in advance as well as followed up with volunteers to ensure weekly Planning Center plans are “all green” by Thursdays at 5pm.

STAFF TEAM

The Kids Ministry Coordinator actively participates in the life of the children’s ministries team.

- Result #12:** The Student Ministry Coordinator has attended and participated in a campus worship service, special events, & other Harbor events.
- Result #13:** The Kids Ministry Coordinator has attended kids ministry team meetings and carried out assigned tasks as requested.
- Result #14:** The Kids Ministry Coordinator has attended Jamestown Harbor staff meetings and carried out assigned tasks as requested.

WORKING RELATIONSHIPS

The Student Ministries Coordinator serves as part of staff team at Jamestown Harbor Church and:

- Reports to the Jamestown Harbor Kids & Student Ministry Director
- Works alongside of Jamestown Harbor and Harbor Churches staff.
- Supervises student ministry volunteers.

QUALIFICATIONS

Minimum requirements for the position include:

- Experience in children’s ministry.
- Ability to manage projects through to completion.
- Organizational and communication skills.

Sunday mornings are considered a workday for this position. As with all church staff positions, the Kids Ministry 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 use the information below. If you have questions about specific positions or the application process, please email Harbor Churches Human Resources at hr@harborchurches.org.

Please copy and paste this web address in your browser

https://harborchurches.formstack.com/forms/employment_application

or scan the below QR Code to complete an online application and to submit a resume and cover letter.

