

Position Description

Ministry & Kids Coordinator | Wyoming Harbor Church

Staff Member: **OPEN POSITION**



Ministry & Kids Coordinator | Wyoming Harbor Church

Position Type	Part-Time	Position Grade	Hourly
Classification	Non-Exempt	Budget Hours	Average 25 hours per week
Reporting Relationship	Wyoming Harbor Executive Pastor		
Ministry Teams	Harbor Churches All-Staff; Wyoming Harbor Staff; Ops Team; Kids Team		

**This position is open to be split into two positions: Ministry Coordinator 10 hours/week and Kids Coordinator 15 hours/week*

Purpose

The Ministry & Kids Coordinator will help people find their way back to God by providing leadership to essential ministry areas of the church.

Responsibilities:

- Communication liaison between Ministry Leadership Team and the Communications Director in an efficient manner
- Maintain annual major events calendar
- Provide administrative preparations for Sunday services and all church-wide events, such as Discover, Partnership Classes, One Baptism, Fall & Easter outreach events, Block parties & other outreach events
- Provide timely follow up to guests of Sunday services and church-wide events
- Coordinate the campus communications calendar by keeping it updated, utilizing it to help guide communication strategies and regularly updating staff on upcoming events
- Regularly attend campus staff meetings and attend Harbor Churches staff meetings
- Collaborate with other Harbor Churches Operations staff
- Actively recruit Harbor Kids and Guest Service volunteers
- Oversee all Guest Services teams and systems, including Connecting Point Hosts, Cafe Team, Greeters
- Ensure that all Harbor Kids and Guest Services volunteers are recruited, trained, and equipped to lead
- Make Guest Services & Harbor Kids volunteers feel energized and cared for in their volunteer experience
- Provide coaching, oversight and collaboration in Harbor Kids
- Oversee communication for Harbor Kids so that parents feel informed and excited about Harbor kids
- Ensure that all Kids programming and spaces are safe, clean and well-organized
- Knowledgeable about PCO Harbor Kids check-in

Requirements

The Ministry Coordinator position is a Part-time hourly position. Minimum requirements for the position include attention to detail, a technological aptitude, a high-level of organizational and interpersonal skills, the ability to handle multiple projects, and a desire to recruit, equip, and empower volunteers. As with all church staff positions, the Ministry Coordinator must have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.

Preferred Schedule:

Monday	Core office hours – Variable
Tuesday	Primary in-office day for all staff
Wednesday	Core office hours - variable
Thursday	Core office hours - variable
Friday and Saturday	Standard days off
Sunday	Staffed hours for Worship Service(s)

Position Description

Ministry & Kids Coordinator | Wyoming Harbor Church

Staff Member: **OPEN POSITION**



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.

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