

## Position Description

Harbor Kids Coordinator | Wyoming Harbor Church

Staff Member: **OPEN POSITION**



## Harbor Kids Coordinator | Wyoming Harbor Church

Position Type	Part-Time	Position Grade	Hourly
Classification	Non-Exempt	Budget Hours	Average 10 - 15 hours per week
Reporting Relationship	Wyoming Harbor Executive Pastor		
Ministry Teams	Harbor Churches All-Staff; Wyoming Harbor Staff; Harbor Kids Team		

### Purpose

The Harbor Kids Coordinator will help people find their way back to God by providing leadership to Harbor Kids Volunteers, overseeing Harbor Kids and communicating with parents on the Wyoming Harbor Campus.

### Leading Volunteers

- Meet regularly with volunteers to provide coaching, oversight and collaboration
- Actively recruit Harbor Kids volunteers
- Volunteers are supported and directed
- Provide timely and adequate training for all volunteers in the children's ministry
- Ensure Harbor Kids volunteers feel energized and cared for in the volunteer experience

### Sunday Morning Harbor Kids

- Implement all aspects of curriculum for Harbor Kids, in collaboration with the values and best practices of Harbor churches
- Utilized the gifts and abilities of volunteers in Harbor Kids
- Ensured that parents have had an excellent and warm experience with Harbor Kids ministry
- Recruit enough volunteers to implement Harbor Kids on Sunday mornings, including team leaders and coaches

### Policies and Procedures

- Ensure that all Kids programming is safe, clean and well-ordered
- Oversee and evaluate all Harbor Kids policies and procedures
- Provide training for all policies and procedures for Harbor Kids volunteers
- Knowledgeable about PCO Harbor Kids Check-in

### Harbor Kids Communication

- Oversee communication for Harbor Kids so that parents feel informed and excited about Harbor Kids

### Requirements

- A working knowledge of children's ministries
- Gifts and experience necessary to lead, develop, and implement teams in Harbor Kids
- A passion for reaching the lost for Christ
- Good communication skills
- A strong desire to lead/shepherd and empower volunteers in the spiritual formation of children

Every position at Harbor Churches plays an important role in carrying out the mission of helping people find their way back to God. Whether the position is on the front lines or behind the scenes, our staff members need to be energetic, Jesus-loving, self-starting individuals who can work in a fast-paced environment.

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### 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)

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](mailto:hr@harborchurches.org).

Apply here: [https://harborchurches.formstack.com/forms/employment\\_application](https://harborchurches.formstack.com/forms/employment_application)