

## Job Summary and Description

The Harvest Kids Coordinator will serve as the face of the Harvest Kids ministry. This is a part-time position responsible for the Sunday ministry to children (birth through 5<sup>th</sup> grade) at Harvest Community Church. The Harvest Kids Coordinator will ensure that the mission of “Reach. Teach. Send” is applied to the children and families of Harvest Community Church.

## Key Responsibilities

### MINISTRY PROGRAMMING

- Plan and oversee all aspects of Harvest Kids Sunday morning programming
- Manage administrative tasks including scheduling, budgeting, communications and record keeping.
- Organize annual volunteer appreciation
- Design volunteer training
- Develop and implement strategies to engage and support families
- Recruit, train and lead a team of teachers and volunteers
- Develop curriculum. These should be age-appropriate resources that align with the doctrine, mission, and vision of Harvest Community Church.
- Engage with families. Serve as a visible and welcoming face for the children’s ministry program, actively engaging with children, parents, and visitors.

### TECHNOLOGY

- Maintain the check in process
- Update Smart Boards and train volunteers on using them

### STAFF LIFE

- Collaborate with other staff members on projects and events
- Participate in weekly staff meetings

### WORSHIP SERVICE COLLABORATION

- Participate in child dedication service planning
- Prepare materials for monthly family service
- Lead seasonal Harvest Kids participation in worship services (example: Christmas and Palm Sunday)

## Expectations

The Harvest Kids Coordinator is a part-time position working up to 30 hours per week. This position comes with a flexible schedule with opportunities to work remotely although Sunday mornings and Tuesdays are required onsite at Harvest. This person should possess the discernment to develop and edit age appropriate and biblically sound curriculum.

## Qualifications

- Member of Harvest Community Church.
- Strong communication skills and ability to connect with people easily
- Background in elementary education
- Experience in curriculum development
- Working knowledge of digital tools used for Harvest Kids and/or comfort in learning new digital tools:
  - Workflow – Basecamp, Google Apps, etc.
  - Web – Squarespace, Planning Center Publishing, etc.
  - email Campaigns – Mailchimp, etc.
  - Other – QR code creation, etc.

## Next Steps

If you think you would be a good fit, please send an email to [deacons@harvestcommunity.org](mailto:deacons@harvestcommunity.org). We are accepting applications through the month of April.