



JOB TITLE: Children's Ministry Coordinator

SUPERVISED BY: Program Director

SUPERVISES: Summer Staff and Ministry Staff

POSITION OVERVIEW:

The Children's Ministry Coordinator will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. With the primary focus on events for elementary aged students, the Children's Ministry Coordinator is responsible to develop and execute programs that align with and fulfill the ministry of Covenant Harbor.

GENERAL QUALIFICATIONS:

This ideal candidate must:

- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with Covenant Harbor's mission and vision.
- Be an effective verbal and written communicator.
- Be in agreement with the Affirmations of the Evangelical Covenant Church.
- Have a passion for engaging people of all backgrounds and ethnicities to feel welcome, safe and accepted.
- Have a minimum of two years of full time work in Christian ministry.
- Have knowledge and experience with year round camping.
- Have experience hiring, training, and leading staff and/or volunteers.
- Have training and/or experience working with elementary aged students.
- Have experience developing and implementing programmed events.
- Have charismatic presence on stage and the ability to communicate effectively and engagingly both in front of a large audience and in a small group setting.
- Have the ability to teach a variety of ages in both large group and one-on-one settings.
- Thrive in a team environment of collaborative thinking and planning and be disciplined to work individually.
- Be willing to travel in the midwest occasionally for summer staff recruitment, group relations, marketing purposes and conferences. Typically during business hours, but with up to ten overnights per year.

Additional desired skills or experience:

- Conversational abilities in Spanish
- Certified lifeguard and/or boat driving experience
- Experience leading high adventure activities

EDUCATION AND TRAINING REQUIREMENTS:

- A bachelor's degree or higher in Christian education, childrens/youth ministry, biblical studies, or a related field, or equivalent experience serving in full time program leadership at a Christian camp
- A valid driver's license and a clean driving record
- Computer knowledge and experience in the use of Microsoft Office and Google Suite. An aptitude and willingness to become proficient in CampBrain and other database management systems

SPECIFIC DUTIES:

Under supervision of the Program Director and working in cooperation with the Youth Ministry and Adult Ministry Coordinators, and other Covenant Harbor staff, the following are responsibilities for this position:

A. Summer Program

- Plan and oversee Kishwaukee overnight camps for early to mid elementary students and Day Camp, a day-only program serving children from 1st - 6th grades.
- Assist in any/all administrative tasks related to registration, programming, logistics, and evaluations.
- Effectively communicate with parents - before, throughout and after camp - on a wide range of topics and concerns (programming, policies, discipline, health issues, etc.)
- Throughout and at the conclusion of summer, evaluate programs, implement changes, and make strategies to improve over time.

B. Summer Staff Recruitment, Hiring, Training and Supervision

- Structure, plan, and organize summer staff structure, application, and hiring process process.
- Manage and update online applications, job descriptions, and related documents for potential applicants.
- Visit schools, attend campus ministry events, and communicate and work with professors, chaplains, and college ministry staff. Follow up on potential applicants.
- Schedule, conduct, and document interviews (typically by phone or video call).
- Review, verify, and evaluate written references.
- Plan parts of summer staff training and opportunities for continued training throughout the summer.
- Supervise, correct, and encourage staff throughout the summer and complete all necessary documentation pertaining to disciplinary issues, other staff situations, or evaluations.
- Build a healthy summer staff community.

C. Programmed Retreats & Covenant Harbor Events

- Lead the planning and carry out elementary Winter Camp retreats including theme, speakers, bands, staffing, and future programs as scheduled.
- Assist the Youth Ministry Coordinator in planning and carrying out retreats for middle and high school students.
- Plan, execute, and assist with other programmed retreats including Moms and Daughters.
- Further expand the program ministry of Covenant Harbor through new experiences for a variety of ages and groups.

D. Marketing

- Assist the Marketing Coordinator in the creation of the print material, videos, social media, and email promotions as well as website content for summer and winter camps.
- In consultation with the Marketing Coordinator and the Program Team, develop the promotional schedule one year in advance.
- Pursue and invest in building relationships with Youth Pastors and leaders from both Central Conference and non-Covenant churches.

E. Greater Covenant Harbor Ministry

- Be a positive, helpful and active member of the staff community.
- Support and help with retreats and events at Covenant Harbor.
- Help effectively maintain and steward Covenant Harbor's resources.
- Teach and oversee Ministry Staff, other Covenant Harbor staff, and volunteers in shared tasks.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

About half of the duties of this position are conducted in an air-conditioned office environment. During the summer and winter camp months, in particular, the Children's Ministry Coordinator must have a significant presence on the grounds at activity and program areas, which will necessitate a lot of walking. Covenant Harbor is built on a large hill and although there are paved sidewalks, there are also many steps and steep inclines. Exceptional stamina is required since the camp environment requires long days during certain times of the year. Summer months require more than 40 hours a week with little time off. Occasionally, lifting up to 40 lbs. is necessary.

SALARY & BENEFITS:

Type of Position: Full time salaried, year-round

Benefit Package: Salaried Exempt Position - Level IV benefits (Covenant Harbor's highest level of medical and annuity benefits)