

JOB POSTING – 2024

Rockharbor Church

Kids Associate

About Rockharbor

Rockharbor Church in Costa Mesa, Ca is a healthy, growing, non-denominational church seeking passionate individuals to join their team. Our aim is to be a Christ-centered, Spirit-empowered community walking together in the way of Jesus. Three words shape the heart of who we are: Encounter, Formation, Mission.

About the position

This position is a part-time 25 hours/week permanent position. We would like this position to start as soon as possible. This position reports to the Kid's Pastor. Staff members are expected to adhere to Rockharbor's leadership guidelines [which can be provided upon request].

How to apply [please read carefully, incomplete applicants will not be considered]

If you are interested in the position, please do the following:

1. Review the job posting in detail, ensuring you meet the minimum qualifications.
2. Submit a COVER LETTER and RESUME to Katie Bansmer at kbansmer@rockharbor.org
3. Once your application has been received, you may be contacted for a phone or in-person interview. Due to the high volume of applicants, please allow us time to review your resume before contacting us on the status of your application.
4. If your application is disqualified, you will be notified via email.

Rockharbor Church

Kid's Associate

Primary purpose of position

To administrate and organize operations, while partnering with the Kid's Pastor to raise a generation of children who passionately follow Jesus, become like Him and do what He does.

Key Responsibilities

Weekend Responsibilities

- Ensure that the kid's areas are set up to welcome volunteers, kids, and families
- Overseeing kids' classroom and hallways during weekend services by shepherding volunteers, helping in classes, and hosting large group as needed
- Responsible for enforcing all policies and procedures to ensure a safe environment for kids
- Connect with Safety Team weekly to ensure points of entry are covered on Sunday
- Partner with Kids's Team to create and foster a vibrant volunteer culture
- Responsible for coverage of families check in area by scheduling and training a team of volunteers
- Reset classrooms after each service
- Assist with administrative details and practices associated with kids' area worship teams
- Assist with Family Sundays (kids and parents worshiping together once per month in the main service)

Weekday Responsibilities

- Responsible for the volunteer onboarding process
- Create and update volunteer nametags
- Assist in recruiting and scheduling of weekend volunteers through personal invitation, email and phone calls
- Assist in sending out weekly volunteer preparation emails before each Sunday
- Responsible for classroom and supply closet stocking and maintenance
- Assist with curriculum preparation: purchasing supplies, prepping craft materials, setting up classrooms
- Utilize Planning Center to maintain accurate records of families, run attendance reports, oversee kid's calendar, and other misc. administrative tasks
- Assist in family ministry events (VBS, Child Dedications, Christmas & Easter, and Volunteer trainings Nurture)

Qualifications

- Intimate and growing personal relationship with Jesus Christ
- Strong administrative skills
- Leadership, organizational and time management skills
- Cooperative, servant attitude, and collaborative
- Relationally proactive
- Problem solver
- Willing to support policies and leadership of Rockharbor
- 2+ years' experience working with kids (preferably in a church or preschool setting)