

# Harbor Elementary Captain

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Position Type: Paid | Supervisor: Children's Ministry Director

## JOB OVERVIEW

The Harbor Elementary Captain will oversee The Landing and Dock 45 classrooms every Sunday to ensure that all classrooms are properly manned, stocked, and clean. They will also assist/provide behavioral support.

## RESPONSIBILITIES & DUTIES

- Arrives 1 hour prior to Sunday Gathering to make sure that classrooms are set, clean, organized and stocked with necessary materials and lessons
- Goes between three classrooms throughout service to ensure that nothing is needed
- Makes decisions and adjustments to staffing when necessary
- Communicates any problematic behavior or injury to the parent
- Consults with supervisor for assistance & Reports to Children's Ministry Director
- Time commitment: 5 hours per week, primary hours are spent at church on Sunday
- Has been a regular attender for 1 year and has Harbor serving experience.

## SKILLS & QUALIFICATIONS

- Basic knowledge and understanding of the Bible
- A heart to serve children and families
- Remains calm and collected in busy situations
- An excellent communicator: Gives clear and concise direction
- Has a clear understanding of the vision and mission of the ministry
- A multi-tasking team player with high energy, strong interpersonal skills, and a positive attitude
- Has knowledge of Elementary development and skill level
- Familiar with ProPresenter and Apple TV
- Can pass a background check