

Hope Community Church Job Description

Job Title: KidCity Campus Coordinator

Role for:

Reports to: Campus Pastor, with accountability to KidCity Director



Role Summary: Lead, equip, and empower a KidCity volunteer team to effectively execute the mission of loving kids where they are and encouraging them to grow in a relationship with Jesus.

Key Result Areas:

Lead

- Develop and execute ongoing recruitment opportunities.
- Place volunteer team members in roles based on their skills, interests, and specific campus needs.
- Identify strengths and weaknesses of individual team players to help them grow spiritually and skillfully in their roles.
- Provide clarity around vision, mission, and goals on a regular basis.
- Oversee Kid City's participation in special campus or church-wide events.
- Responsible for onboarding new volunteers effectively and efficiently.
- Model healthy collaboration with staff and volunteer teams.
- Provide feedback loops that give volunteers the opportunity to grow and improve KidCity.

Equip

- Provide volunteers with regular training and necessary resources for their tasks.
- Ensure that families and volunteers receive regular and resourceful communication that keeps them connected to the mission and vision of KidCity.

Empower

- Encourage volunteer team to invite others into serving.
- Create a culture where new volunteers are equipped by experienced volunteers.
- Identify and build volunteer leadership team out of the existing volunteer team.
- Ensure that excellent, effective, and regular communication happens with staff, volunteers, and parents.
- Through collaboration, ensure that KidCity environments stimulate learning, fun, and relationship-building.

Essential Responsibilities and Duties

- Collaborate with Special Needs Ministry team to ensure that the children in their ministry are advocated for during the weekend experience.
- Responsible for the execution of tasks associated with volunteer recruitment initiatives.
- Responsible for leveraging data for connection, follow-up, and celebration of spiritual formation.
- Attend weekly staff meetings, Ministry and Campus.
- Facilitate regular individual meetings with volunteer team.
- Accountable for the effective development of volunteer leaders.
- Plan for the successful execution of KidCity programming.
- Abide by and support HR policies and abide by all budget allocations.
- Affirm and support the statement of faith of Hope Community Church.

- Actively involved in the life / culture of Hope
- Able to lift 30 pounds.
- Other duties as assigned.

Key Competencies and Preferred Experience

- Strong organizational skills with attention to detail.
- Leader of leaders: experienced in leading, managing, and building teams.
- Strong communicator of vision and objectives.
- Committed team player.
- Demonstrates leadership maturity.
- Working proficiency of Microsoft Office 365 suite (Teams, Outlook, Word, Excel, etc.)
- Be self-motivated and able to work independently, while also being able to function cooperatively as a member of a team.
- Four-year degree or equivalent work experience preferred.
- Experience working in children’s ministry or education preferred.

Employee Signature

Date

Executive Director Signature

Date