

Hope Community Church Job Description



Job Title: KidCity Campus Coordinator
Role for:
Reports to: KidCity Campus Lead/Campus Pastor

Role Summary

Responsible for building and developing a team of KidCity volunteers who are encouraged to grow spiritually and skillfully through strategic training, team-building, leadership development, and regular evaluation that aligns with the vision and mission of Hope Community Church.

Key Result Areas:

Build

- Participate in church-wide volunteer recruitment initiatives.
- Develop ongoing recruitment opportunities.
- Place team members in roles based on their skills, interests, and calling.
- Collaborate with central and campus teams to ensure KidCity's participation in special campus or church-wide events.
- Onboard new volunteers effectively and efficiently, in collaboration with the FM Central team.
- Provide feedback loops that give volunteers the opportunity to grow and improve KidCity.
- Provide relevant and resourceful training opportunities.

Equip

- Develop volunteers to execute a weekend experience where kids are growing in their relationship with Jesus.
- Ensure that families and volunteers receive regular and resourceful communication that keeps them connected to the mission and vision of KidCity.
- Invest time and energy in studying the developmental stages and phases of children, ages 0-5th grade and use to support campus teams and to create meaningful experiences for kids.
- Stay current on popular trends/relevant applications of technology and social media in a kid's world to create relevant experiences for kids.

Empower

- Encourage volunteer team to invite others into serving.
- Create a culture where new volunteers are equipped by experienced volunteers.
- Provide volunteers with vision and necessary resources for their roles.
- Identify and build volunteer leadership team out of the existing volunteer team.
- Ensure that KidCity environments are relevant and engaging for kids and provide a space for spiritual growth, fun, and relational connection.

Build

- Create weekend experiences and programming elements/curriculum that:
 - set kids up to grow in their relationship with Jesus.
 - provide parents with resources to continue faith-based conversations at home.
 - provide resources and training content that sets up ministry volunteers to fulfill their role as key influencers in the lives of kids.
 - are based in scripture and point kids to three key truths: they are made by God, loved by God no matter what, and have a purpose in God's story.

Engage

- Communicate vision, mission, and strategy consistently and with passion.
- Ensure that each volunteer is connected with relationally each week.
- Connect volunteers with opportunities to grow spiritually and skillfully.
- Use the physical environments of KidCity to communicate vision.
- Be versatile in communication strategies and methods.
- Create a culture of celebration and fun among the volunteer teams.
- Empower volunteers to create systems that make KidCity more effective.

- Pray for Volunteers.

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.
- Utilize established systems and processes to leverage data for connection, follow-up, and celebration of spiritual formation.
- Attend weekly meetings: Hope Staff, Ministry, and Campus.
- Collaborate with the campus Family Ministry team to serve families within your campus span of care.
- Collaborate with the KidCity Central team to execute specific ministry initiatives.
- 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.
- Able to lift 30 pounds.
- Other duties as assigned.

Key Competencies and Preferred Experience

- Strong planning and organizational skills with attention to detail.
- Leader of leaders: experienced in leading, managing, and building teams.
- Strong communicator of vision and objectives, through both written and verbal communication.
- Committed team player.
- Demonstrates leadership maturity.
- Align with the vision, values, and doctrinal statement of Hope Community Church.
- 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.