



# JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

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**POSITION TITLE:** Campus Coordinator

**EFFECTIVE/REVISED:** March 3, 2024

**SUPERVISOR'S TITLE:** Campus Pastor

**DEPARTMENT:** Build Community

**CAMPUS:** x Campus:

**LEADERSHIP LEVEL:**

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

**EXEMPT CLASSIFICATION:**

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

**PAYROLL STATUS:**

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS: 40
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Eastside’s unofficial motto is “This Is For Everyone.” Eastside’s mission is to Pursue God, Build Community, and Unleash Compassion. If you’re looking to be part of a team that is strategically focused on reaching people far from God, values inspirational leadership, and is intentional about promoting a healthy staff culture, Eastside might be the place for you.

As a Campus Coordinator at Eastside, your primary objective will be to lead, pastor, and equip the teams that serve in Guest Services, First Step, Weekend Experience, and Hospitality, but will have a direct impact on creating a welcoming environment for people to gather, worship, and grow along their spiritual journeys. In addition, you will lead in the administrative efforts of the campus by being a champion of our volunteer processes and Eastside internal systems, collecting both offering and key metrics, and engaging in other essential tasks. Someone interested in the campus coordinator position should love God and people, maximize kingdom resources, and be gifted in administration and organization.

**01. Summary of Position:**

The Campus Coordinator supports the Campus Pastor in executing the Eastside mission. He or she also partners with the Central Team to build volunteer teams and lead/pastor the Guest Engagement, Hospitality, Weekend Experience, and Connections teams. This position also leads the administrative efforts at an Eastside multisite campus.

**02. Ministerial Functions:**

- Authorized to administer communion, baptize, officiate weddings and funerals, and lead worship and Bible studies in various settings.
- Provides insight into the spiritual growth and development of Change Makers at Eastside.

### **03. Supervisory Responsibilities:**

- Supervises volunteers within the Guest Engagement, Hospitality, Weekend Experience, and First Step teams.

### **04. Duties and Responsibilities:**

- Administration & General Responsibilities:
  - Recruits, develops, and leads teams of volunteers to implement Guest Engagement, Hospitality, Weekend Experience, and Connection teams on campus.
    - Connects with and pastors the various Change Makers on the Guest Engagement, Hospitality, Weekend Experience, and Connection teams.
  - Utilizes Planning Center Online, The Rock database, and other ministry tools to schedule volunteers and track data.
  - Collects all offerings – scans checks, makes deposit slips, and takes the deposit to the bank.
  - Attends monthly Ministry Team Meetings, Central Team Meetings, and other campus/team-specific meetings as needed.
  - Oversees database use including processes for:
    - Following up with first-time guests
    - Managing baptism candidates and follow-ups
    - Tracking completion of classes and groups
    - Tracking metrics including small group participation, First Step participation,, first time guests, baptisms, and volunteer participation
  - Prepares the campus for weekend activities: refilling communion, adding giving envelopes to giving boxes, and ensuring the auditorium is ready for the weekend.
- Volunteer Champ Responsibilities:
  - Assists all campus departments in the onboarding, tracking, and communicating with volunteers.
  - Ensures each potential or new volunteer is contacted at least 3 times and tracked in the database.
  - Ensures NextGen and Campus Ops volunteers complete the full screening process.
  - Assists with database cleanup and integrity of volunteer groups.
  - Evaluates Change Maker check in numbers from weekend attendance.
  - Attends Volunteer Champ meetings (usually 1x/mo) and assists the Central Director of Volunteers in yearly initiatives (Change Maker Appreciation/Recruitment).
- Guest Engagement Responsibilities:
  - Coordinates preparation of service resources and needs through auditorium maintenance, communion, offering, supplies, etc.
  - Creates and conducts weekly pre-service huddles to inspire, inform, and pray for the Guest Engagement team.
  - Oversees the guest experience on campus from entry to exit by supporting and mobilizing Guest Services volunteers for the following teams: Parking Team, Welcome Team (includes Greeters, FTG Hosts, & Guest Central), Auditorium Team (Ushers and Auditorium Hosts), and Info Counter.

- Coordinates the monthly First Step Experience on campus, as well as trains teams in various environments.
- Hospitality Responsibilities:
  - Oversees the grill and cafe operations during the weekend, including ensuring the supplies are filled (shopping for food) and food is prepared, as well as scheduling Change Makers to support these areas.
  - Coordinates the hospitality needs (food, room set up, etc) for the First Step experience.
  - Successfully coordinates and executes campus events such as Huddles, Expos, Volunteer recruitments & appreciation events.
  - Shops for and prepares the Change Maker Team space to ensure the room is stocked and available for our Change Makers.
  - Engages in various cleaning responsibilities: laundry, grill cleaning, i.e. Airfryer cleanup, and light cleaning throughout the campus.
- Weekend Experience Responsibilities for Major Weekend Events (Easter, Christmas, Mother's Day, etc.)
  - Coordinates with the Central Director of Weekend Experience to ensure the lobby experience and auditorium plans are executed according to the Central Plan.
  - Oversees prepping the lobbies and plaza areas for holiday and/or sermon series decor and activities i.e. Christmas, Easter, ATM, etc.

**05. Qualifications:**

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Must have an education level of 4 years / degree or have comparable experience.
- Must have two (2) years of related experience.
- Ministerial ordination/licensure by a recognized church/organization or ability to be licensed as a minister by Eastside preferred by not necessary.
- Tangible evidence of a passion for and commitment to small groups and discipleship.
- Ability to track and execute multiple projects concurrently.
- Attention to detail and commitment to excellence.
- Strong verbal and written communication skills.
- Self-motivation and strong work ethic (day-to-day responsibilities of this position performed with limited oversight).
- Able to solve problems independently.
- Must be technically savvy: able to navigate standard office software and learn database systems and sound, light, and video equipment.
- Able to lead, care for, and train teams and develop leaders.

**06. Employment Understanding:**

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend First Step at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description will be reviewed at least annually with the position's supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.

- Job performance will be reviewed at least annually with the position's supervisor.
- Remuneration, including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

**07. Physical Demands & Work Environment:**

- Must be able to regularly lift and/or move up to 25 pounds.

We concur with this Job Description.

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Staff Member

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date