

**CAMPUS COORDINATOR // CROSSROADS CHURCH**

Crossroads Church is looking for a highly organized Campus Coordinator to join our staff. The Campus Coordinator will provide support to extend radical hospitality inside and outside the walls of the church. Together with the Campus Pastor and Central Services Administrative staff, this person will help create an irresistible environment and experience for guests at the campus. A person who is detail oriented and skilled in hospitality will thrive in this role.

**ROLES & RESPONSIBILITIES**

- Oversee greeters, ushers, café, security, welcome center, communion, building and pray teams on Sunday mornings.
- Be the “get it done” person for the weekend-specific creative ideas.
- Support the recruiting, training, scheduling, and appreciation of all hospitality team volunteers through personal communication and events.
- Coordinate the campus schedule to ensure that services and events run smoothly. Be the “go to” person at the campus for information and oversight of the weekend activities and campus outreach opportunities.
- Coordinate with the Campus Pastor and Central Administrative Staff to champion and facilitate the Growth Track initiatives and Community Outreach through a variety of methods.
- Practice radical hospitality to the surrounding community and as we welcome new guests.
- Manage data entry and updates, campus specific workflows, scheduling, and check-ins through Planning Center Online (information Software).
- Manage facilities and supplies for the campus including functions such as coordination building usage by non-Crossroads organizations, as well as purchasing and organizing supplies.
- Attend all-staff huddles on Tuesdays.
- Other duties as assigned by the Campus Pastor.

**QUALIFICATIONS & EXPECTATIONS**

- Education: High school diploma plus administrative work experience.
- Qualifications
  - Work with technology to understand and train others.
  - Excellent written and verbal communication skills.
  - Details oriented and able to organize people, tasks, and events.
  - Able to work independently while still capable of working well and collaborating as a team.
  - Adaptable with the ability to work in a fast paced, changing environment.

- Profess a belief in Jesus Christ that is demonstrated by actively living out that faith.
  
- Environment
  - Work is accomplished primarily indoors in an administrative environment
  
- Crossroads Staff Culture // Manifests the following culture traits:
  - Expect God to Move – We believe God is still in the business of performing miracles.
  - Move as ONE – We believe that as a multisite church, we move faster, further, more effectively together.
  - Take it personally – We believe our “jobs” are a holy calling.
  - Be actively FOR each other – We believe we are family.
  - Invest in the next – We believe in the potential of the next Generation.
  - Leave the 99 – We believe people far from God matter to God and therefore should matter to us.

**Classification:** Non-Exempt; Hourly

**Status:** Part-time

**Directly Reports To:** Campus Pastor