

## **Campus Coordinator (Downtown St. Pete Campus)**

*Downtown St. Petersburg, FL*

*Part-Time | ~20 hrs/week | \$17–\$20/hr (based on experience)*

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### **What You'll Love About Working at BridgePoint**

#### **Schedule:**

Part-time: ~20 hours/week

- Sunday mornings for services and campus execution
- Weekday hours for planning, communication, and coordination
- Occasional evenings for events, classes, or ministry activities

#### **Part-Time Benefits:**

- Employee Assistance Program (EAP) — work-life, counseling, legal & financial support
  - 8 paid hours of Volunteer Time Off (VTO) per year
  - Retirement Plan Matching available after 90 days
  - A culture that prioritizes spiritual health, teamwork, and helping people grow closer to God
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### **About the Role**

The Campus Coordinator will assist and support the Campus Pastor (CP) and campus team in executing BridgePoint's mission through First Impressions (volunteer teams) and coordinating campus and ministry logistics at the Downtown St. Pete (DTSP) campus. This role contributes to the discipleship culture of BridgePoint by helping create environments where people can take next steps in Believing, Living, and Becoming.

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#### **Supervisory Responsibilities:**

- Oversees the structure, strategy, role and responsibilities of First Impressions teams.
  - Designs, implements, and facilitates effective strategies for volunteer recruitment, onboarding, ongoing training, and development, contributing to a culture where volunteers are encouraged to grow, engage in community, and develop as leaders.
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## **Essential Duties, Responsibilities and Expectations:**

- Works closely with the Campus Pastor to learn and implement the strategy of ministry that aligns with the campus organizational structure and overall mission of BridgePoint church. Including, ensuring church-wide continuity of First Impressions Standard Operation Procedures (SOPs) and collaboration with Campus Teams.
  - Champions a culture of welcome and hospitality across the campus, helping create clear and accessible next steps for guests to connect and engage.
  - Maintains volunteer relations and retention through consistent contact and follow-up, as well as overseeing volunteer appreciation strategies and events throughout the year.
  - Ensures weekly campus “Sunday readiness” as it relates to volunteer teams: scheduling in PlanningCenter, setup and maintain the Volunteer Hub, and order/acquire First Impression Team resources.
  - Coordinates logistical needs for Communion, Baptisms, and other worship elements, ensuring environments are prepared with excellence and support meaningful moments of connection and response.
  - Maintains necessary ministry resources and supplies for campus environments (e.g., Point Cafe, baptism, communion), including inventory, ordering, and organization.
  - Works with the Facilities team to ensure all campus environments and setup needs are completed in advance (Meetings, on-site Groups & Classes, Starting Point, etc.).
  - Oversees all parking needs for DTSP including: Outside/inside event contracts, working with Reflection HOA for resident parking requests, maintaining log of DTSP parking pass holders, requesting parking “holds” for DTSP events/programs and outside/contracted events, etc.
  - In collaboration with the CP and Campus Team, serves as the Logistics Coordinator for all events held at the DTSP Campus (Christmas, Easter, Winter/Summer Nights, Campus Gatherings, Weddings, Funerals, etc).
  - Performs other related duties as assigned by the CP and in alignment with Campus Coordinator’s gifts/calling (could include Sunday morning stage hosting elements, assisting in leading DTSP Groups and Classes, volunteer devotional moment during Sunday Rally, etc.)
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## **Who Thrives in This Role:**

We’re looking for someone who is:

- A follower of Jesus who professes Him as Lord and Savior
- Passionate about helping people grow closer to God
- High-character, humble, and a consistent culture-builder
- A flexible, positive team player
- Committed to active participation and membership at BridgePoint
- A caring leader who invests in people and teams

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### **Education and Experience Requirements:**

- High school diploma or equivalent required. Associates' or Bachelor's degree preferred.
- Devoted follower of Jesus Christ and a person of character and integrity.
- Exemplifies the purpose, philosophy, and doctrine of BridgePoint church.
- Leads in a way that people feel encouraged and appreciated in their ministry.
- Demonstrates excellent written, verbal and interpersonal communication skills.
- Possesses a strong work ethic and takes initiative that aligns with the pace and strategy set by the Campus Pastor.
- Ability to lead and collaborate with a diverse group of people – volunteers, employees, peers, leadership and ministry associates.

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### **Physical Requirements:**

- Must be able to both sit at a computer and stand for extended periods of time.
- Lift 30 pounds for setup and breakdown of tables, chairs, etc.
- Be able to work in various positions, including, but not limited to stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time, climbing stairs, navigating the property/building quickly and easily as required to meet the job functions.
- Climb stairs and ladders and work at heights above ground level.
- Ability to work in different environmental conditions (heat, cold, wind, rain, humidity).
- Maintain a valid Florida driver's license.

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*BridgePoint Church is an equal opportunity employer and administers all personnel practices without regard to race, color, sex, gender, age, ancestry, national origin, mental or physical disability or medical condition, marital status, military or veteran status, genetic information, or any other category protected under federal, state, or local law.*

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### **How to Apply**

Please submit a cover letter, resume and [employment application](#) as a single attachment when applying to [jobs@bridgepointfl.com](mailto:jobs@bridgepointfl.com) and include the position title as the subject line.

Application and background check will be required prior to employment.