

# Job Description



**Job Title:** Campus Coordinator  
**Direct Report:** Campus Pastor

**Department:** Campus  
**Employee Status:** Part Time

## I. Overview

The Campus Coordinator provides leadership and coordination for campus operations, volunteer teams, and events. This role partners closely with the Campus Pastor to create a welcoming, organized, and engaging environment where people can connect and grow.

The Campus Coordinator focuses on leadership of volunteers, systems, and execution, ensuring that campus ministries, environments, and events are well-prepared, aligned, and carried out with excellence.

## I. Primary Functions and Responsibilities

- **First Impressions Coordination**
  - Assist with oversight of the First Impressions Ministry (Parking, Greeters, Coffee, Starting Point, Ushers, Communion Prep)
  - Assist with recruiting, training, and developing volunteer team members and team leads
  - Provide ongoing support, communication, and resources to volunteers
  - Ensure all First Impressions environments are prepared and ready each Sunday
  - Maintain and organize First Impressions teams within the database
  
- **Volunteer Coordination & Development**
  - Partner with the Campus Pastor to build a healthy volunteer culture
  - Help identify, onboard, and place volunteers into meaningful roles
  - Support team leads with:
    - Scheduling
    - Communication
    - Resource needs
  - Encourage a culture where volunteers are equipped and empowered to serve
  
- **Campus Operations & Administrative Support**
  - Provide administrative support to the Campus Pastor, including:
    - Scheduling and calendar coordination
    - Communication and correspondence
    - Database updates and reporting
  - Assist with campus-level communication:
    - Emails
    - Announcements
    - Event promotion

- **Event Coordination & Execution**
  - Lead coordination of campus-specific events in partnership with the Campus Pastor and Events Team (e.g., Tree Lighting, Summer Gatherings, Fall Kickoff)
  - Oversee event logistics including:
    - Volunteer coordination
    - Setup and teardown
    - Communication and promotion
  - Support key seasonal initiatives
  - Lead the team that executes Adopt-A-Family (September-early December)
  
- **Systems & Organization**
  - Maintain organization of volunteer records and systems
  - Work with database and central teams to ensure smooth processes for:
    - Registrations
    - Volunteer tracking
  - Help ensure workflows are clear, consistent, and repeatable
  
- **Campus Environment**
  - Help ensure campus spaces are:
    - Clean
    - Organized
    - Aligned with ALC's look and feel
  - Coordinate with facilities and teams to maintain readiness for services and events
  
- **Team & Staff Collaboration**
  - Work closely with the Campus Pastor and campus staff team
  - Collaborate with central teams (events, database, communications)
  - Participate in staff meetings and trainings as required

## II. **Key Outcomes** *(what does winning look like for this position)*

- First Impressions teams are fully staffed, trained, and engaged
- Volunteers feel supported, informed, and connected
- Campus events are well-organized and executed smoothly
- Communication is clear, timely, and effective
- Campus environments are welcoming, prepared, and distraction-free
- Systems for volunteers and events are organized and reliable

## III. **Core Competencies**

- Organization and attention to detail
- Volunteer coordination and team support
- Communication and follow-through
- Event planning and execution
- Relational awareness and teamwork

## IV. **General Expectations**

- Demonstrates a vibrant and growing relationship with Jesus
- Alignment with the church's theology and mission

- Actively engage in staff meetings, trainings, and church-wide initiatives
- Support and model the mission, pursuits, and keystone habits of the church
- Demonstrate humility, flexibility, and a consistent commitment to excellence
- Operate as a collaborative team player across campuses and departments

## **V. Supervisory / Coaching Responsibilities**

- Oversees First Impressions Team
- Supports and coordinates volunteer team leads
- Works closely with Campus Pastor and key volunteers