

# Faithbridge Church

## Position Description

**Position Assignment:**

**Title:** Club Coordinator  
**Recruited By:** Executive Director of Bridging For Tomorrow  
**Staff Grade:** Part time (10 - 15 hours)  
**Accountability:** Director of Youth Development  
**Ministry/Dept:** Bridging For Tomorrow

**Summary of Position:** Under the direction of the Director of Youth Development, the Club Coordinator helps manage the operations of after school and summer clubs for elementary and middle-school kids.

**Purpose:** To provide high quality and excellent client service with the right attitude; offering support to the ministry and maintaining accurate records. In doing so, the mission and vision of Bridging For Tomorrow (BFT) can be carried out at all times.

**Duties & Responsibilities:****1. After School/Summer Clubs**

- Work alongside the Volunteer Manager to recruit, train, schedule and supervise volunteers for the programs. Intentionally identify and develop potential leaders for these programs.
- Ensure that a safe and productive environment for children is established at all times, in all locations, and that all volunteers and support staff are trained in our Safeguarding practices to make safety a top priority.
- Assist the Director of School Programs with the yearly registration process for participants in club.
- Build relationships with kids in the clubs and their families to gain a better understanding of the BFT community.
- Oversee the support of the students with tutoring and activities during the hours of operation.
- Maintain accurate documentation of attendance, absences and emergency information on each child participating in clubs.
- Communicate policies and rules to volunteers and children as needed and solicit compliance, whether on BFT site property or other location.
- Review supplies, equipment, snacks and materials needed for the club.
- Maintain club facilities and act as BFT staff contact for any community partners involved with club.
- Promote BFT and its mission, acting as an ambassador, for the purpose of recruiting allies and investors to engage in our community development efforts.

**2. Occasionally attend team and/or staff meetings as directed by supervisor(s).**

3. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. Other responsibilities could be discussed and assigned by the Executive Director. This position will be reviewed at the end of each fiscal year.

**Skills and Educational Requirements:**

- Some college work desired, or high school graduate with equivalent work experience in related field.
- Bilingual (English and Spanish) is a plus for this position. Strong verbal and interpersonal communication skills are important.
- Volunteer or work experience in teaching, youth development, youth ministry or within the local community is strongly desired.
- This position calls for flexibility, adaptability and the ability to ask for help.
- Proficiency in Microsoft Office applications.

**Organization Relationship:**

This position shall be directly accountable to the Director of Youth Development (and ultimately the Executive Director) of Bridging For Tomorrow. This position will have contact with paid staff and community members and partners.

**Working Conditions:**

Position is 10 hours per week. This position requires hours worked both onsite at BFT and offsite at other locations.

**Needed Attributes:**

Strong interpersonal skills, keen initiative, detailed oriented good, organizations skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, and leadership are helpful.

**Prepared by:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name