

Position: Campus Coordinator (Downtown Campus)

Reports To: Downtown Campus Pastor

Status: Part-Time Position / Hourly (approx 20 hours per week)

Pay Range: \$17/HR

Position Summary:

Do you have a heart for Jesus and helping families come to know and love Him Better? BridgePoint Church is looking for a ministry-focused Campus Coordinator to join the Downtown Campus team, under the direction of the Downtown Campus Pastor. The person in this position will not only have a heart for helping people, all people, get closer to God, but also, will be skilled at working with volunteer teams and ministry logistics at the Downtown St. Pete (DTSP) campus.

Supervisory Responsibilities:

- Supervises, manages (including scheduling through Planning Center Online), and leads all First Impressions teams at the campus.
- 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.

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 the hospitality, guest services and guest relations across the campus.
- Maintains volunteer relations and retention through consistent contact and follow-up, as well as overseeing volunteer appreciation strategies and events.
- Assists the campus team with preparations for Sunday morning: volunteer teams, guest services, guest interactions and leading in the volunteer rally.
- Ensures weekly campus readiness as it relates to setup, resources and teams.
- Coordinates logistical needs for Communion, Baptisms, and other worship elements as needed. Including, ensuring that Point Cafe, baptism, communion has necessary ministry resources and supplies.
- 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.).
- In collaboration with the CP and Campus Team, serves as the Logistics Coordinator for all events held at the DTSP Campus (Christmas, Easter, Mirror Lake 5k, Volunteer Appreciation, etc).
- Supports the CP in the implementation of the Assimilation strategy from initial point of contact through completion of Starting Point and into next steps for new attenders, members, and those stepping into serving on the campus.

- Performs other related duties as assigned.

Education and Experience Requirements:

- High school diploma or equivalent required. Associates' or Bachelor's degree preferred.
- Devoted follower of Jesus Christ, 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.
- A passionate love for the Lord, people and a desire to serve in local, church-wide 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.
- Individuals must exemplify competent leadership and management skills.
- Ability to work alongside and collaborate with a diverse group of people – volunteers, employees, peers, leadership and ministry associates.

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.

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.

How to Apply

Submit cover letter and resume as a single attachment when applying to jobs@bridgepointfl.com.

Application and background check will be required prior to employment.