



Campus Experience Coordinator

FLSA: Non-Exempt | Part-Time, 20 Hours

Job Band: Yellow

Accountable to: Director of Experience

Purpose: The Campus Experience Coordinator supports church operations by coordinating volunteers, assisting with events, and assisting team to ensure a great campus experience.

Duties and Responsibilities:

- Provide day-to-day support for the Experience Team, under the leadership of the Director of Experience.
 - **Volunteer Coordination:**
 - Coordinate volunteer schedules and communication.
 - Maintain accurate volunteer information in the church database.
 - Assist in planning volunteer care and development initiatives.
 - **Administrative Support:**
 - Provide organizational support for campus experience and church-wide events.
 - Schedule meetings and communicate on behalf of the Director.
 - Assist in developing an internal system for renting materials to teams.
 - Process all financial receipts and PO requests.
 - Maintain a full understanding of Kingsway processes & procedures, with an emphasis on experience, care & safety.
 - Coordinate and support front-desk volunteers and staff, assisting the Director in identifying and addressing gaps. Help create a welcoming environment for visitors, vendors, and staff while ensuring front-desk procedures are followed.
 - **Event Planning:**
 - Support event planning by researching and securing vendors.
 - Coordinate logistics for extra service elements and special events, ensuring communication and cohesion across teams.
 - Organize and prepare materials for Sundays and events for easy team access.
 - **Facility & Resource Coordination:**
 - Work with the facilities team to streamline space rentals and resource usage.
 - Ensure a smooth experience for those using church spaces and materials.

Qualifications & Requirements:

- High School diploma or equivalent required; 3-5 years related experience and/or training.
- Important Qualities, Skills & Experience: Mature Christian | Hospitality-minded, experience with event planning and volunteer coordinating is a plus | Ability to multi-task and manage details efficiently | Microsoft Systems experience a plus | Able to handle deadlines and coordinating of project details within tracking systems | Effective communication and coordination abilities | Able to maintain a high level of confidentiality.
- Confidentiality – This position regularly handles confidential information such as Church Attendee information, family meetings, volunteer background information and medical information. It is expected to keep this confidential at all times.
- Must be a member of Kingsway Christian Church and be taking steps on the Growth Path, but at least at the “believer” level in each category. Must demonstrate that they are ‘all in’ at Kingsway - showing commitment to the Mission, Vision, and Cultural Behaviors & Beliefs of Kingsway.
- Schedule: This position is Part-Time, 20 Hours, with the ability to be flexible with large events and work an occasional Sunday.

“I have read my job description, have been able to ask questions to clarify information, and it has been reviewed with me by Kingsway leaders.”

Employee Signature

Date