

CROSSROADS

City Center Campus Director

Job Description

40 hours per week

Position Profile:

The City Center Campus Director will serve Crossroads Church by providing vision, leadership and guidance of all staff, volunteers and programs at the Crossroads City Center. The Campus Pastor will be responsible for planning outreach events, networking and collaborating with other organizations and ministries in our community, and securing funds for events, initiatives, and programs. This person will be responsible to recruit, lead and train volunteers for ministry opportunities.

Crossroads City Center Slogan: *"Using Physical Resources to Start Gospel-Centered Conversations."*

General Requirements:

- Must have a personal relationship with Jesus Christ, through faith in Him as the Way, Truth, and Life;
- Be fully committed to living a godly life both in public and private (high integrity);
- Be willing to join the family of Crossroads Community Church as a member;
- Have a caring attitude and excellent people skills (a positive attitude);
- Be accessible, responsive, and flexible to handle the changing needs of the church and City Center (reliable);
- Have communication, computer, and organizational skills (articulate & computer literate);
- Have previous cross-cultural experiences and sensitivity to the unique requirements of serving in a cross-cultural setting that promotes community improvement and gospel impact;
- Be able to network and coordinate with like-minded ministries, non-profits and programs.

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Because of the nature of the role, the ideal candidate must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality. The wisdom to refrain from indiscriminately sharing information is critical. Additionally, the ability to exercise strong leadership and the willingness to learn new skills, work as a team player, and overall dependability/accessibility are of utmost importance. The ability to work with volunteers for training, organizing and guidance is key to this position. Must be able to communicate and network with city officials and organizations while staying within the vision and purpose of the Crossroads City Center.

Major Points of Description:

- **Coordination of Local outreach events, programs and other activities at the City Center and the Mobile Ministry on behalf of the ministry of Crossroads Church**
- **Collaborate with other ministries and organizations to understand best how to assist Crossroads Church to serve the city and region**
- **Provide spiritual guidance and care for staff, volunteers and guests**
- **Communicate opportunities to serve our city by effectively recruiting, training and organizing volunteers**

Specific Description:

- Coordinates programs and events at the Crossroads City Center
- Provide vision, support, and oversight for the development of City Center staff
- Model and oversee discipleship in and through the City Center
- Facilitate training of City Center/local outreach volunteers
- Collaborates local activities with the Missions Coordinator
- Continual networking with local organizations and ministries, while exploring other opportunities in the City
- Maintain accurate tracking of budget for the City Center
- Participate in staff meeting and development opportunities at Crossroads Church
- Prepare various monthly and periodic reports for Crossroads leadership & elders
- Coordinate special service projects throughout the year
- Evaluate ongoing programs and services to ensure the use of budget, resources and volunteers are being used effectively and efficiently

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Qualification:

- Must love and serve Jesus Christ above all others, be mature in their Christian faith, and consider the position a call from God.
- Practice the disciplines of the Christian life (Bible study, prayer...etc.) as a model for the Crossroads family.
- Agree with the overall ministry philosophy and direction of Crossroads.
- The ideal individual will have the ability to exercise good judgment in a variety of situations, with some business and financial skills.
- Must be able to work with confidential matters with discretion.
- Must demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Excel.
- Able to work independently and as a team member, and deal with people in a professional and Christian manner.
- Bachelor's Degree in corresponding field of study preferred, but not required

Additional Information:

Full-Time Salary Package (compensation based upon experience)