



## Job Description

**Position Title:** Campus Coordinator  
**Reports To:** Campus Pastor  
**Revised:** 04.12.2021

**Department:** Campus Operations  
**Status:** Full-Time  
**Campus:** Dover

### Primary Purpose

The NewPointe Campus Coordinator works to change people's lives in the Dover community by helping coordinate campus ministry details to ensure that all ministries operate effectively and efficiently. This includes providing administrative support to staff, weekly environment coordination, communicating with volunteers, detailed planning for programs and events, and managing the day-to-day administrative functions of the Dover campus to ultimately lead people to realize and reach their full potential in Jesus Christ.

### Key Result Areas (KRAs)

- Identify, equip, coordinate, and communicate with a team of high-capacity volunteers to provide assistance in administrative areas of ministry.
- Provide administrative support to the Campus Pastor, family life staff and volunteers, purchasing budgeted expenditures and supplies and participating in planning meetings.
- Effectively utilize NewPointe church management systems and databases for the campus, including triggering workflows within Rock.
- Assist in the planning process and lead the coordination of special events such as Community Impact Day, Missions Sunday, and Family Life and Adult Ministry events.
- Assist in accomplishing Dover Campus dashboard goals and complete other duties as assigned.

### Position Requirements

- Supervisory:
  - Lead volunteers

#### Knowledge/Skills/Abilities:

- Strong organizational skills
- Attention to details/follow-through
- Ability to communicate clearly and concisely, both orally and in writing
- Proficient in Microsoft applications such as Word, Excel, and Outlook

### Qualifications

Education: High school diploma required, college degree desired

Experience: Minimum one-year related experience at an administrative level with experience in project coordination.

Licenses: None required.

### Physical Activities/Requirements

- None specified

### Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle

- Models standards and expectations of leaders within NewPointe, including:
  - Partnership
  - Tithing (within 3 months)
  - Participate in authentic community (meaningful accountability)
  - Regular attendance at all NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

**ACKNOWLEDGMENT**

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

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Applicant Signature/Date

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Management Signature/Date