LEGACY
CHRISTIAN CHURCH

Job Description
Campus Coordinator

POSITION: Campus Coordinator – Blue Valley Campus

POSITION STATUS: Part-Time / Exempt

ACCOUNTABILITY: Blue Valley Campus Pastor

PRIMARY OBJECTIVES: The Campus Coordinator provides operational, administrative, and ministry leadership for the Blue Valley Campus. This role serves as a strategic partner to the Campus Pastor, leading campus systems, volunteer engagement, guest assimilation, and ministry coordination. The Campus Coordinator exercises independent judgment in managing campus priorities, solving problems, and executing ministry initiatives that directly impact campus health and effectiveness.

AREAS OF PRIMARY RESPONSIBILITY:

I. Campus Operations & Administration

A. Serve as the operational lead for campus systems, processes, and ministry logistics in partnership with the Campus Pastor.
B. Manage campus communications, scheduling, correspondence, reporting, and calendar coordination.
C. Maintain and analyze campus data, including attendance, volunteer engagement, guest follow-up, and ministry effectiveness to inform recommendations and ministry decisions.
D. Oversee campus records, files, and ministry documentation to ensure organization and continuity.
E. Steward campus purchasing and ministry resources within approved budgets.

II. Campus Environment & Facility Coordination

A. Oversee campus inventory, supplies, and ministry resources to maintain ministry readiness.
B. Coordinate facility scheduling, room reservations, and building use to support campus programming and ministry priorities.
C. Lead weekend preparation and follow-up processes, including logistics, reporting, and ministry coordination.
D. Ensure campus spaces are organized, welcoming, and aligned with Legacy's standards of hospitality and excellence.
E. Serve as a primary campus contact for guests, attenders, and ministry inquiries.

III. Volunteer Development & Ministry Engagement

A. Lead volunteer recruitment, onboarding, scheduling, and engagement efforts to support campus ministries.
B. Partner with ministry leaders to assess volunteer needs, strengthen retention, and build healthy volunteer teams.
C. Coordinate volunteer communication, encouragement, and care to cultivate a thriving ministry culture.

IV. Guest Assimilation & Connection

A. Lead campus guest follow-up and connection processes, helping people move from first visit to deeper engagement.
B. Oversee connection systems, guest information, and database integrity to support effective ministry follow-up.
C. Support weekend hospitality and Information Center experiences to create welcoming environments for attenders.

V. Campus Events & Ministry Coordination

A. Coordinate campus events, ministry gatherings, baptisms, funerals, weddings, trainings, and special initiatives.
B. Oversee event logistics, including scheduling, communication, volunteers, facilities, and ministry support.
C. Collaborate with ministry leaders to execute campus-wide initiatives aligned with Legacy's mission and priorities.
D. Maintain flexibility for occasional evenings and weekends to support ministry needs.

VI. Areas of Shared Campus Pastoral Responsibilities

A. Participate in campus ministry responsibilities and all-church events as directed by the Campus Pastor.
B. Support pastoral care, volunteer engagement, and assimilation efforts across the campus.
C. Foster strong relationships with staff and volunteers while modeling Legacy's THRIVE values and spiritual maturity.
D. Provide support to other ministries and staff during key ministry seasons and initiatives.

Core Values & Cultural Expectations (THRIVE)

The Campus Coordinator is expected to model and live out the church's core values in both leadership and personal conduct:

- TRUTH – Feast on the Word, follow the Spirit. (John 15:5)
- HUMILITY – Position doesn't make us, posture does. (1 Peter 5:5)
- RADIATE JOY – Laugh. Celebrate. Inspire. (Nehemiah 8:10)
- INTEGRITY – Be the example, not the exception. (1 Corinthians 11:1)
- VALUE OTHERS – People over projects. (Romans 12:10)
- EVANGELISM – Taking risks for the one. (Luke 19:10)