

Urban Ministry Development Coordinator

Crossroads Kids Club

At Crossroads Kids Club, we care deeply about impacting the next generation by introducing children to Jesus and connecting them to caring leaders. We find joy in serving our church volunteers and our financial partners and are eager to surprise and delight them. We are committed to one another and strive to be a spiritual community that seeks the Lord together.

God has called each of us to serve within Crossroads for a specific purpose, and each of us has unique talents and gifts. We strive to use and develop all God has given us to our fullest potential. We enjoy being together in person and like to laugh. We are collaborative in our work, and we are committed to growth and flexibility—always seeking better ways to achieve our mission more effectively.

Position Aims

- To launch new clubs in new cities by connecting with prospective church partners and walking them through the process from learning to commitment.
- To equip new and existing club leaders to build, support and lead thriving clubs.
- To uncover and facilitate community partnership opportunities to bring additional resources to bear.
- To deliver specialized support to club leaders in urban contexts.

Core Functions and Responsibilities

Help to drive Crossroads efforts at connecting with new church partners in urban communities. (40%)

- Oversee the development of lists of prospective churches in various cities.
- Maintain an electronic database to manage and track contacts and relationships.
- Mail and email information to prospective churches and schools.
- Follow up on information sent with phone calls with the goal of setting appointments or driving attendance at an informational event.
- Conduct face-to-face and online meetings with church leaders to secure commitment to launch new clubs.
- Manage relationships and communication to move church leaders toward making a commitment to starting a club and to prepare team leaders for a great equipping experience.

Create development opportunities to equip club leaders. (25%)

- Facilitate equipping events and cohort groups for new and existing leaders.
- Develop resources for club leaders in urban contexts both through partnerships and creation of new materials and methods.
- Optimize methods and approaches to support long-term leader commitment.
- Connect informally in person, online and on the phone with club volunteers and pastors to offer support, prayer and encouragement.
- Provide input on club processes and procedures to help maximize club effectiveness, curriculum and other materials.

Develop strategic partnerships to offer additional resources in urban communities. (25%)

- Help local churches and schools to identify practical needs in their communities (e.g., food scarcity, violence, financial/economic needs, housing, etc.)
- Build partnerships on the local and national level to help Crossroads-affiliated churches address these needs.

Perform other duties as assigned. (10%)

Time Investment

- Part-Time

Relationships

- Reports to Director of Ministry Development
- Relates to all team members
- Cultivates positive relationships with a variety of internal and external people (pastors, club leaders, financial partners, volunteers)

Competencies Required

Analytic, conceptual and strategic thinking

The ability to tackle a problem by using a logical, systematic, sequential approach; the ability to find effective solutions by taking a holistic, abstract, or theoretical perspective; the ability to analyze the organization's current position

and plan a way forward toward the desired future. (The ability to think “from here to there.”)

Leading change

The ability to generate new ideas, concepts or ways of doing things; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.

Flexibility

Openness to different and new ways of doing things; willingness to modify one’s preferred way of doing things. Willingness to experiment and try new things.

Taking Initiative

Identifying what needs to be done and doing it before being asked or before the situation requires it.

Building collaborative relationships

The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance and support.

Communicating orally

The ability to express oneself clearly in conversations and interactions with others.

Communicating in writing

The ability to express oneself clearly in business writing.

Establishing focus

The ability to develop and communicate goals in support of the mission.

Motivating others

The ability to inspire and influence others to take positive action.

Experience and Skills Required

- Deep love for Jesus and the Church and a commitment to the organization’s Statement of Faith and Statement of Christian Conduct
- A bachelor’s degree in ministry, community development, leadership, business, education, psychology or a related human services field is preferred. Commensurate experience is acceptable.

- 3+ years experience of developing leaders
- Ability to execute a vision
- Comfort and ability working with children
- Comfort with ambiguity and changing circumstances
- Presentation skills: public speaking and small group meetings
- Software/Technical Skills. Examples include: NeonCRM, G-Suite (Google Docs, Sheets, Mail, Calendar, Chat and Slides), Mailchimp and WordPress

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