



## COMMUNITY LIFE COORDINATOR ROLE DESCRIPTION

The Community Life Coordinator ensures the Community Life ministry functions as effectively and efficiently as possible by recruiting, training, and coordinating volunteer leaders and by planning/organizing all Community Life events and projects in a timely and excellent manner.

### RESPONSIBILITIES

#### Plan and Execute Community Life Offerings with Excellence

- Coordinate registration, logistics, operations and marketing for Community Life programs
- Create and maintain database for classes and events through Fellowship One and Excel

#### Recruit, Equip, and Lead a Team of High Impact Volunteers

- Build a culture defined by love and unity
- Identify, recruit and train volunteers for classes, groups, and events
- Provide care, support, and coaching to all volunteers

#### Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

#### Support the Community Life Pastor and Team

#### Serve as the Community Life EMS Scheduling Captain

#### Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

#### Demonstrate a Commitment to Growth

- Receive and apply training and development from the Community Life Pastor
- Attend all Department and All-Staff meetings

#### Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the spirit in work habits and relationships
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching spiritually lost people

#### Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and uphold the four commitments of active membership
- Join and be a regular, active participant at weekend services and in a Section Community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas and Easter services, etc.)
- Accept and uphold CHCC's Essentials of Our Faith

**POSITION TYPE:** Part-Time

**HOURS PER WEEK:** 20

**SUPERVISOR:** Community Life Pastor