



# CHRISTIAN CHURCH IN KANSAS

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*Together, We Connect and Equip*

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Disciples Center Coordinator
<b>QUALITIES PREFERRED:</b>	Organized; Adaptable; Self-starter; Efficient in Microsoft Suite; Ability to communicate to diverse groups of people; Takes initiative; Can work individually and collaboratively.
<b>POSITION REPORTS TO:</b>	Executive Director and Minister of Disciples Center

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**POSITION SUMMARY:** The primary purpose of this position is to support the Executive Director and Minister of Disciples Center at Tawakoni (DCT) in ensuring the following take place: facility operations, including, but not limited to, marketing, business development, administration, scheduling, finance, coordinating volunteers.

### Essential Duties and Responsibilities

#### Operations

- Oversees creating quotes, giving tours, scheduling, and invoicing our guests.
- Creates, implements, and oversees fundraising opportunities for DCT.
- Review our survey process and make recommendations for improvements annually.
- Confirm we are in appliance with appropriate state, federal, and other regulatory agencies.
- Create new, and review and update existing processes and procedures for DCT that are up to industry standards, including overseeing our American Camp Association certification process.
- Provides exceptional customer service.
- Welcomes guests and willing to be on call for the duration of their stay.
- Discover and follow through with community outreach efforts.
- Maintains and supports an atmosphere that values diversity and inclusion.
- Practices an eco-friendly, earth stewardship approach in all aspects of facility management.

## Administration

- Responsible for monthly reporting and coding of all staff expenses.
- Creates monthly reports and submits them to the Executive Director.
- Confirm our maintenance logs are being kept up.
- Create, capture, and promote content for social media.
- Oversee the updates and content of Tawakoni (DCT) website.
- Discover and write grants to meet financial goals including, but not limited to Kansas Bible Chair grants.
- Coordinate volunteers for multiple different volunteer opportunities.
- Create and oversee distribution of communication about DCT.
- Work alongside regional staff in communicating all outdoor ministry activities for youth and adults.

## **Qualifications / Experience**

- 3+ years of administrative work
- Efficient with technical writing: processes, procedures, grants, etc

## **Work Environment / Physical Demands / Travel**

- This is a part-time, year-round position.
- Will work a variable schedule each week, including weekends, depending upon need.
- In-person and remote
- Probationary period for 90 days
- \$20 an hour