



Club Relations Specialist – Independent Contractor Houston, Texas Area

SUMMARY

The mission of KiDs Beach Club® (KBC) is to mobilize churches to go outside the walls of their building and into the heart of the community. We do this by partnering with churches to provide after school clubs to elementary and middle schools. The Club Relations Specialist is the frontline arm of the organization that engages the churches and schools to form and develop those relationships in order to fulfill the mission. Communication and customer service are essential functions of the Club Relations Specialist role. This is a home-based contract position with regular local travel required.

Title: Club Relations Specialist

Status: Independent Contractor (*Base Rate Plus Commission*)

OVERVIEW

- Develop and maintain church partnerships.
- Develop and maintain school relationships.
- Provide training to new and veteran volunteers.
- Grow the number of Beach Clubs in your region.
- Ensure club leaders maintain their records.

EXPECTATIONS

Spiritual Impact

- Support prospective/partnering churches and participating schools through prayer and ministry support.
- Maintain regular communication with key church contacts.
- Support and nurture Beach Club teams to achieve emotional and spiritual growth.

Strategic Growth

- Maintain the KBC customer relationship management system (CRM) of prospective and partnering churches and schools.
- Develop a growing presence of KiDs Beach Club® in a given area through consistent networking with churches and schools.
- Participate in strategic growth opportunities such as associational meetings, conventions and other related events as appropriate.
- Establish and conduct strategic growth events in a given area.
- Develop a pattern of consistent club growth in a given area.
- Develop and execute a club growth plan for assigned area in consultation with corporate staff.

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Leadership

- Provide volunteer recruiting support as needed by partnering churches.
- Provide oversight of background checks and volunteer screening processes.
- Conduct trainings on both a regular schedule and an as-needed basis for all customers in the KBC partnership (churches/schools).
- Ensure that all club documentation is complete and accurate.
- Provide effective support for club implementation throughout the school year.
- Conduct regular visits to clubs and partnering churches.

Reporting

- Report all club relations activities in the KBC CRM system.
- Perform an annual evaluation of each club in assigned area.

PERSONAL

- Adhere to the KBC Statement of Faith and Child Protection Policy.
- Support the mission and vision of KiDs Beach Club®.
- Demonstrate behavior that is professional, ethical and responsible.

REQUIREMENTS

- Personal and growing relationship with Christ and active in a local church.
- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Ability to give presentations to groups of various sizes using PowerPoint or other presentation software.
- Ministry experience (paid or volunteer).
- Reliable vehicle and ability to physically visit clubs and churches in assigned area.
- Comfortable working with customer relationship management systems, email and other computer programs.
- Experience managing others, ideally volunteers.
- Sales skills: ability to initiate contacts, make presentations, follow up on meetings and close deals.

