



## **KiDs Beach Club® Club Relations Specialist Memphis, Tenn. Area**

### **SUMMARY**

The mission of KiDs Beach Club® (is to mobilize churches to go outside the walls of their building and into the heart of the community. 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.

**Title:** Club Relations Specialist  
**Reports To:** Club Relations Director

**Status:** Independent Contractor (*Base Rate Plus Commission*)  
**Benefits:** None

### **JOB OVERVIEW**

- Develop and maintain church partnerships.
- Develop and maintain school partnerships.
- Maintain all aspects of partnering Beach Clubs for a given area.
- Manage an area budget.
- Accurately maintain reports as required.

### **RESPONSIBILITIES**

#### **Spiritual Impact**

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

#### **Strategic Growth**

- Maintain FunnelMaker database of prospective and partnering churches/schools/districts.
- Develop a growing presence of KiDs Beach Club® in a given area through consistent networking with churches/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.

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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.

### **Budgets**

- Maintain a balanced KBC budget and steward KBC resources in a fiscally responsible manner.

### **Reporting**

- Participate in regularly scheduled team meetings.
- Maintain FunnelMaker database of current workflows.
- Perform an annual club evaluation for each club in a given area.

### **PERSONAL**

- Adhere to the KBC Statement of Faith and Child Protection Policy.
- Represent Christ and KiDs Beach Club® in a local church and in a local Beach Club.
- Support the mission and vision of KBC.
- Contribute to the recommendation, implementation and improvement of KBC operations and policies.
- Demonstrate behavior that is professional, ethical and responsible.
- Perform other duties or functions that may be assigned by the KBC President.

