



## Remote Club Relations Specialist—Expected Start Date June 1, 2020

### ABOUT US

KiDs Beach Club® is an innovative national non-profit ministry that provides after-school Bible clubs in public elementary schools in partnership with local churches. Our vision is to provide every third through sixth grade boy and girl a Jesus experience within the culture of their public school. We mobilize churches to go outside their walls and engage in the heart of their communities. More than 100,000 children have experienced KiDs Beach Club®.

### POSITION SUMMARY

The Remote Club Relations Specialist (R-CRS) is a full-time, salaried employee who services partnering churches and clubs that are outside the geographic service area of local Club Relations Specialists. Communication and customer service are essential functions of the Remote Club Relations Specialist role. This is a home-based employee position that can be performed anywhere in the U.S. where high-speed Internet is available. No regular travel is required.

**Reports To:** Club Relations Director

### JOB OVERVIEW

- Develop and maintain church partnerships & school relationships
- Maintain all aspects of assigned Beach Clubs
- Accurately maintain reports as required
- Train new and existing volunteers via teleconference and other technologies
- Assists Club Relations Director with club operations

### RESPONSIBILITIES

#### Spiritual Impact

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

#### Strategic Growth

- Respond to incoming inquiries about KBC as assigned
- Maintain database of prospective and partnering churches/schools/districts
- Represent KBC at conferences or events near R-CRS home as opportunities arise

#### Leadership

- Provide volunteer recruiting coaching 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 assigned customers in the KBC partnership (churches/schools)
- Ensure that all club documentation is complete and accurate

CONTINUED NEXT PAGE





- Provide effective support for club implementation throughout the school year
- Provide consulting and training to Field Team members on remote club management
- Regularly serve in a local Beach Club, if one is available
- Actively participate in regularly scheduled team meetings and staff development opportunities, including staff retreats if offered; Contribute to the recommendation, implementation and improvement of KBC operations and policies.
- Assist with Club operations, which could include coordinating training for various regions, responding to background checks, processing new clubs, and assisting regional Club Relations Specialists with their operational needs
- Perform other duties or functions that may be assigned by the Club Relations Director or KBC President.

### Reporting

- Maintain weekly database of current workflows
- Complete other reports as requested
- Conduct end-of-year meetings via tele/video conference with churches and schools
- Perform an annual club evaluation for each assigned club
- Prepare ministry-wide reports for KBC management

### 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
- Excellent presentation and training skills
- Ability to use technology to do presentations and trainings
- Ministry experience (paid or volunteer)
- Reliable high-speed Internet, computer with camera and audio/video capabilities, and a dedicated, quiet work area with a professional-looking background for video conferences
- Comfortable working with Customer Relationship Management systems, Microsoft Office, Zoom, and other computer programs
- Bachelor's degree or significant experience in lieu of degree
- Three or more years managing others, ideally volunteers, is preferred
- One or more years leading or serving on virtual teams is preferred
- One or more years serving in a Beach Club is preferred

**TO APPLY:** Complete the application at <https://www.kidsbeachclub.org/employment-opportunities> and upload your resume as instructed.

*Updated March 18, 2020*

