**Ministry Coordinator – Ghana**

***Crossroads Kids Club***

At Crossroads Kids Club, we care deeply about impacting the next generation by introducing them to Jesus and connecting them with understanding leaders. We find joy in serving our church volunteers and financial partners, and we are eager to surprise and delight them. We are committed to one another and strive to be a spiritual community seeking the Lord together.

God has called each of us to serve at Crossroads with a specific purpose, and each of us has unique talents and gifts. We strive to use and develop everything that God has given us to reach our full potential. We enjoy being together in person and we love to laugh. We are collaborative in our work and committed to growth and flexibility, always seeking better ways to fulfill our mission more effectively.

***Position Objectives***

* Establish new clubs by connecting with potential church partners and guiding them through the process, from learning to commitment.
* Coordinate a variety of fun and engaging events.
* Provide materials and ongoing support to leaders.
* Ensure high quality and excellent outcomes in all clubs in Ghana and communicate those results with the main office.

***Functions and Core Responsibilities***

*Strengthen relationships with our ministry partners.* (40%)

* Hold an in-person meeting every two months with the primary leader of each club in Ghana.
* Create and maintain a contact database with details for every volunteer and involved church.
* Assist leaders with questions about the curriculum, the app, or the program in general.
* Coordinate an annual event for all country leaders.
* Develop and maintain social media communications to inspire and connect with leaders and churches.
* Provide bags and other materials to the clubs.

*Align the ministry with the central office and other country coordinators. (30%)*

* Collect and prepare at least two impact/testimonial stories per month, and send them to the central office.
* Participate in meetings with headquarters staff and other coordinators.
* Ensure that all resources created by the central office are translated, organized, and provided to leaders and clubs.

*Establish new clubs. (20%)*

* Establish connections with uninvolved churches and make presentations to them about Crossroads ministry.
* Facilitate connections between churches and the main office.
* Plan an annual event to train new leaders and churches.

*Perform other duties as assigned. (10%)*

**Time Investment**

* Part Time (10-20 hours weekly)

**Relationships**

* Supervised by the ministry growth director.
* Interact with all members of the staff team.
* Develop connections with leaders and pastors.