

CEF Dallas

Position: Area Coordinator

Reports To: Chapter Director

Type: Hourly Part-Time (20-25 hours per week)

Description: The Area Coordinator coordinates and supervises CEF club activity in the assigned area to encourage club leaders and volunteers. As a field representative (approximately 60% of hours in field) the Area Coordinator will maintain the closest relationships with CEF club leaders and volunteers. The Area Coordinator is required to project a positive Christ-like attitude and act as a role model for club leaders and volunteers.

Duties to include:

- Coordinate with Director to develop, implement and manage plan to monitor CEF club activity
- Weekly connect with club leaders either by phone or in person to represent CEF
- Visit clubs on a regular basis to connect with club leaders and volunteers
- Observe club performance; coach and mentor club volunteers to meet CEF standards
- Conduct one-on-one meetings with club leaders to address areas of improvement
- Maintain complete and accurate visitation records for all clubs
- Assist in recruiting and training volunteers
- Attend weekly staff meetings to share ideas and club status information
- Generate visitation reports on weekly, quarterly and annual basis
- Attend educational workshops for professional development as scheduled by Director
- Stay updated on latest CEF news, training opportunities and curriculum to be the “expert” in all things club related
- Other duties as assigned by the Director

Qualifications:

- Authentic Christian witness and strong Biblical worldview
- 10+ years of practical experience and demonstrated working knowledge of CEF Club ministry
- Professional appearance and demeanor that demonstrates Christian character
- Excellent organizational, verbal and written communication skills
- Outgoing personality to connect with club leaders and volunteers
- Good ability to teach and train volunteers
- Good working knowledge of MS Office
- Must pass Child Protection Policy background check and sign Workers Compliance Agreement
- Must affirm CEF Statement of Faith

