



Community Outreach Coordinator

Part-Time: 20 hours per week | FLSA Exempt

About King's Park International Church RTP/Durham

King's Park is a well-established, multi-site church with ministries that extend locally, regionally, nationally, and internationally. We are a multi-ethnic, multi-generational community committed to building a healthy, Spirit-led church grounded in biblical leadership and the five-fold ministry.

Our mission is to help people **Know God, Grow Together, Discover Purpose, and Make a Difference**. We believe discipleship is central to the life of the church and are seeking team members who are actively growing as disciples of Jesus and helping others grow as well.

We are passionate about creating spaces where individuals and families can grow, serve, and thrive in their calling as part of a healthy church community.

Your Role on the Team

The Community Outreach Coordinator helps ensure that King's Park outreach ministries serve the community with excellence, consistency, and care. This role focuses on coordinating outreach initiatives, supporting volunteer leaders, and helping maintain the systems that allow our ministries to serve families each week.

The Community Outreach Coordinator works alongside the Community Outreach Specialist and collaborates with volunteer team leaders who oversee the volunteers serving in each outreach ministry.

Rather than recruiting and managing volunteers directly, the Coordinator supports and equips volunteer leaders who lead teams in areas such as food distribution, clothing closet operations, and refugee support.

This role is energized by seeing teams work together to serve people of many ages, cultures, and backgrounds, and helping ministries operate smoothly so that those in need are served with dignity and care.

Ministry Areas

The Community Outreach Coordinator helps support outreach initiatives such as:

- Food distribution ministry
- Clothing closet ministry
- Refugee support and integration
- Community partnerships and referrals

These ministries collectively serve approximately 125 families each week.

Key Responsibilities

Volunteer Leader Coordination

- Work closely with volunteer team leaders overseeing outreach ministry teams
- Support volunteer leaders as they recruit, schedule, and train volunteers
- Provide coordination and communication between staff, volunteer leaders, and outreach teams
- Assist volunteer leaders in preparing for outreach initiatives and resolving operational needs

Outreach Program Coordination

- Help coordinate weekly outreach logistics and preparation
- Assist in organizing materials, supplies, and ministry spaces
- Ensure outreach initiatives are prepared and ready for volunteer teams
- Support systems that help ministries run consistently and smoothly

Ministry Support

- Assist with welcoming and serving families participating in outreach ministries
- Help direct participants to appropriate ministry resources
- Support a hospitable and respectful environment during outreach initiatives

Administrative & Communication Support

- Communicate regularly with volunteer leaders regarding upcoming outreach activities
- Track basic participation and ministry activity
- Provide updates to the Associate Pastor overseeing Community Outreach
- Assist with preparation for outreach events and seasonal initiatives

Ideal Qualities

The ideal candidate is:

- Organized and dependable
- Relational and team-oriented
- Comfortable working with people from diverse cultures and backgrounds
- Able to manage logistics while maintaining a welcoming ministry environment
- Passionate about serving the community and helping ministries operate effectively

Preferred Qualifications

- Experience coordinating volunteers or small teams.
- Experience working within church or nonprofit settings.
- Experience in diverse or multi-generational environments.

If you feel called to this role but don't meet all the qualifications, we encourage you to apply.

Schedule Expectations

This is a part-time role, anticipated to be approximately 20 hours per week, FLSA exempt.

Regular ministry hours include:

- Wednesday evenings
- Saturday mornings
- Additional weekday hours will be scheduled for preparation, coordination, and communication with volunteer leaders.

What Success Looks Like

- Community Outreach Operations run smoothly and consistently.
- Teams feel organized and supported.
- Communication is clear and proactive.
- Volunteers are cared for and well-prepared.
- Execution aligns with leadership vision.

Benefits and Salary

- Compensation Range: \$17-20 per hour
 - Benefits:
 - Paid Time Off
 - Not eligible for health/dental/vision insurance
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Our Staff Mantra: Love Well, Serve Well, Lead Well

Love Well

- Build relational trust with instrumentalists through encouragement, clarity, and care
- Create rehearsal environments that are welcoming, spiritually grounded, and emotionally healthy
- Communicate with respect, consistency, and empathy

Serve Well

- Steward volunteer instrumentalists' time through organized rehearsals and thoughtful preparation.
- Provide musical direction that supports congregational worship rather than performance.
- Partner with the Worship Director to serve the broader vision of the church.

Lead Well

- Coach, train, and develop instrumentalists toward confidence and growth
- Model humility, teachability, and spiritual maturity.
- Help establish healthy systems for onboarding, scheduling, and development.