



**Community Kids**  
*transforming communities through kids*

## **Mentor/Volunteer Mission Director**

**Part Time: 20-25 hours a week.**

**Compensation: \$15-\$20 per hour based on history and experience.**

### **Role**

The Mentor/Volunteer Director will serve as a member of the Community Kids (CK) Leadership Team and a champion of the CK ministry values and mission, directing all aspects of the CK mentoring ministry and leading by example in personal ministry with kids, ministry team members and community partners. Relationships are a top priority.

### **About Community Kids**

Community Kids exists to transform communities through kids by providing long-term, life-changing, worldview-expanding relationships, led by Jesus Christ. Learn more at [CommunityKids.org](http://CommunityKids.org).

### **Responsibilities and Key Tasks**

**Volunteer/Mentor Program Development:** Maintain and develop volunteer relationships.  
(8-10 hours a week)

1. Connect with Christians at local churches and continually meet with them and share volunteer opportunities.
2. Maintain relationships with local church staff and leadership.
3. Develop a team of volunteer ambassadors who in turn share the mission of Community Kids.
4. Screen and interview potential volunteers.
5. Onboard, register and orient new volunteers through applications and background checks and reference checks.
6. Organize and maintain ongoing files of registered volunteers.
7. Create and improve volunteer recruitment field guides, outlining ways volunteers can become involved.
8. Contribute to volunteer training, and help develop and improve the discipleship manual.
9. Create regular relational building activities for volunteer leaders.
10. Improve and implement systems for volunteers to be matched in mentoring relationships with kids, such as mentor match meetings with parents, kids and volunteers.
11. Facilitate and provide counsel at monthly mentoring relationship quality control check-ins with both mentees and mentors.

**Relational Evangelism:** Maintain and develop neighborhood relationships with kids.  
(5 hours a week)

1. Connect and befriend children, teens and parents in the context of the neighborhood -- at parks, community centers, front porches, McDonald's and schools.
2. Plan and facilitate outreach events and mentoring trips and activities for children, teens, volunteer leaders and parents, and invite them to participate.
3. Assist in intaking and registering new students for programs such as club, small groups, mentoring, retreats, camps and church.
4. Develop rhythms for meeting and incorporating kids who are new to the neighborhood.



**Community Kids**

*transforming communities through kids*

**Personal Discipleship of Kids:** Set an example for volunteer mentors as you share life with kids. (5 hours a week)

1. Lead a small group of 5 to 10 kids in a life-on-life small group, regularly praying, playing, studying and eating together.
2. Connect with kids on an individual level, setting up appointments to listen and share with them, encouraging each other towards love, good deeds, goals and overcoming obstacles. Share Christ with them throughout life's journeys.
3. Rejoice and celebrate victories together, and be there for losses.
4. Focus your attention towards things that are important to the kids -- attend concerts and plays, text them, go to events and conferences with them.
5. Do regular in-home visits with kids and parents.

**Reporting & Working Relationships**

1. The Mentor/Volunteer Director will report to the Board of Directors about the program progress.
2. They will also work with/report to the CK Director to develop and improve the mentoring program.
3. They will work with the Communication Specialist to improve communication strategies with volunteers, families, partners and kids.

## **Personal Requirements**

**Be in relationship with other Christians**

1. Meet with a small group for accountability in becoming more like Christ.
2. Routinely check-in with one another -- celebrate victories and be there for losses.
3. Share Christ as you journey through life together.

**Maintain a prayer and testimony ministry**

1. Participate in prayer meetings at local churches.
2. Send out monthly prayer updates to large group of prayer supporters, routinely send out prayer and praise requests.
3. Continually share prayer requests with the community and testify to God's ongoing work in the lives of kids.

**Maintain a relational fundraising ministry** (see the "commitments for compensation" sheet for detailed list of commitments)

1. Continually make needs and opportunities known to people in the community, personally inviting them to participate in the lives of kids with resources that God has given them.
2. Invest in the lives of donors by setting up care appointments to encourage them towards love and good deeds.
3. Mass communicate with donors by helping create quarterly and annual reports.

Send Resumes to [office@communitykids.org](mailto:office@communitykids.org)