

ASSOCIATE DIRECTOR OF COMMUNITY BRIDGES

Objective: The Associate Director of Community Bridges is responsible for development and oversight of programming at the Valley Community Center.

- 1. Programming owner.** Overall leadership of programming including programming partners, instructors, volunteers and program offering (in areas of service, relationships, compassion and wellness). All is to be done in superb alignment with our mission, values, strategy, and impact measures.
- 2. Partnership builder.** Identify and engage partners (community, Valley attenders, ministry, etc.) for greater impact through Valley Community Center programming.
- 3. Bridge creator.** Identify and implement ever-increasing bridge-building between the community (especially target audiences) and the Body of Christ.

Employment Standards:

- University education in related areas.
- At least 2-5 years of experience in related areas.

Compensation: Full-time, 45- 50 hours per week, annual salary (commensurate with experience) Exempt status. Benefits include group health insurance, paid vacations, etc. Refer to Personnel Policies for details.

ROLE: The Associate Director of Community Bridges is a...

- **Carrier of the DNA:** When you cut them, they bleed the mission, values, strategy, and impact measures of Valley Church.
- **Team Builder:** Can build teams and identify high capacity leaders to build more teams. Empowers others to lead not just to do. Experienced multiplier/builder (rather than just a great doer, this role is a great equipper).
- **Volunteer Developer:** Responsible for recruiting, developing, and impactfully connecting thousands of volunteers to programs and services vital to the community.
- **Bridge Builder:** Seeks ways to connect the community to the Body of Christ, leading to disciple-making. Enthusiastic about the goal to connect the community to Valley Church.
- **Connector:** Values connecting Community Bridges to our other ministry areas, especially God-Centered Worship and Life Groups. Values connecting with community and ministry partners.
- **Relational Leader and Partner:** Friendly and approachable.
- **Winsome Leader:** Inspires partners to action through compelling vision, rather than positional leadership.
- **Partnership Builder:** Supports the Director in engaging new partners for greater impact.
- **Talent Scout:** Always on the lookout for new leaders and volunteers.
- **Cheerleader:** Encouraging leader, volunteers, and staff constantly.
- **Solution Specialist:** Able to identify problems and find creative solutions.
- **Maximizer:** Constantly seeks ways to achieve greater impact with existing resources.
- **Experimenter:** Learns by testing new and out-of-the-box programs, partnerships, communication strategies, etc.
- **Mission Mobilizer.** Fully “owns” our mission of mobilizing everyone’s God-given potential to deeply love Christ and their neighbors.
- **Communicator:** Understands and enthusiastically communicates Valley Church’s mission and values to both internal and external groups via communication and relationship building.

JOB: The Associate Director of Community Bridges...

- **Is present:** Available to Community Bridges staff, leaders, and key volunteers. Available to church family members on a more limited scope.
- **Builds teams:** identifies, equips, empowers, and leads volunteers to do the ministry of Valley Community Center programming.
- **Connects:** attends the weekly all-staff meeting at the main campus each week; meets with members of Community Bridges team regularly. Connects vitally with other leaders.
- **Communicates:** keeps his or her supervisor aware of the successes and struggles taking place in programming by proactively and consistently sharing stories and reports.
- **Is flexible:** understands that sometimes this role helps others outside of the programming ministry.
- **Reports to:** Director of Community Bridges
- **Works closely with:** Café and Hospitality Coordinator, Community Bridges Admin, Director of Life Ministries (adults, students, children's ministries), Director of Strategic Communication, community and ministry partners.
- **Leads:** Community Bridges programming volunteers, building supervisors.

SUCCESS of the Community Bridges programming is defined by...

- **Passionate alignment:** there is excitement and intentionality about the mission, values, strategy, and impact of our church.
- **Building bridges:** programming is vitally connecting members of the community to the Body of Christ; and vice versa.
- **Maximizing resources:** Resources (personnel, facilities, budget) are maximized to impact the greatest number possible in the community – particularly populations of diversity, proximity and/or unchurched.
- **Strong partnerships:** Programming employs numerous partnerships to accomplish its goals.
- **Volunteer and leadership development:** programming is led by capable, trained, and aligned volunteers.
- **Church engagement:** Generates passion for and involvement in Valley Community Center programming.

NOT: The Associate Director of Community Bridges is NOT the...

- **Hands-on social worker** to individuals in our community
- **Booking agent** focused on securing “new business” in the form of rentals
- **Program facilitator** actively running daily programs
- **Operations guru** focused primarily on facilities

PERSONALLY: The Associate Director of Community Bridges is . . .

- **Humble learner:** can take direction and feedback well and has a great desire to learn.
- **Highly Relational:** Loves, enjoys and excels at building Christ-centered relationships.
- **Energetic Multi-Tasker:** able to work on a broad range of projects and levels.
- **Adventurer:** Thrives in new experiences and invigorated by new challenges.
- **Self-starter:** Compelled by a desire for growth. Routinely undertakes new projects on his or her own initiative.
- **Conflict resolver:** able and unafraid to work through interpersonal conflicts, ministry misalignment, or issues of sin. True peacemaker.
- **Healthy at home:** Maintains consistent overall health related to spiritual or emotional health issues within his or her family.
- **Prioritizer:** Evaluates programming offering, time management, etc. often, making adjustments to deliver greater results.
- **Trustworthy:** Has unwavering loyalty to Christ, senior leaders, and Valley Church. Understands sensitive situations and maintains complete confidentiality. Skilled with diplomatic endeavors.
- **Flexible:** Understands the complexity of working with a variety of staff and perspectives, and collaboratively works with patience, flexibility, and grace.
- **Person of integrity:** at the core, he or she makes solid decisions based on lifelong, biblical values.
- **Self-aware individual:** knows where he or she is weak; finds others to fill in those gaps. Emotionally intelligent and healthy.
- **Disciple:** fully devoted to following Jesus in everything he or she does.