



NorthPoint Church

Activity/Policy Coordinator Job Description

Department: Community Center

Objective:

The Community Center Activity/Policy Coordinator drives how NorthPoint Community Center's spaces and courts are used effectively. This role develops and manages policies for court and space use, coordinates with the front office on scheduling, and maintains an overall, wide-angle view of how the community center is used. The Activity/Policy Coordinator brings systems-forward thinking to ensure NorthPoint leverages its time, spaces, and connections in the best possible ways, while partnering on rental opportunities and overseeing any for-profit partnerships operating within the center. This role works closely with church leadership and the other Community Center coordinators to ensure the center reflects NorthPoint's mission of cultivating communities of grace and truth while serving the diverse needs of local communities in the Des Moines metro.

Compensation/Status: Part-time, hourly (non-exempt); approximately 8-12 hours/week, with flexibility based on rental, event, and programming needs. Refer to the NorthPoint Employee Handbook for details.

Key Responsibilities: The Activity/Policy Coordinator is charged with:

Policy & Scheduling

- Develop, implement, and maintain policies governing the use of the courts and other shared spaces within the community center.
- Coordinate, in partnership with the front office, the scheduling of courts, rooms, and shared spaces to reduce conflicts and maximize usage across programs, partners, and rentals, while keeping ministry needs in mind.
- Regularly evaluate and update policies as usage patterns and community needs change.

Space Utilization & Strategy

- Maintain a broad view of how the community center is used across all functions, including sports, programs, rentals, and partnerships.
- Recruit, train, and schedule a team of Community Center Host volunteers to help welcome and oversee public areas of the community center.
- Identify opportunities to better leverage time, spaces, and connections to ensure the building is used well.
- Bring systems-forward thinking to streamline how the building operates, is rented, new initiatives launch, and resolve scheduling or usage conflicts before they arise.

Signage & Communication

- Oversee signage, communications, and social media across the community center in partnership with the Communications Lead, ensuring consistency, clarity, and alignment with NorthPoint's mission and values.
- Partner with the creative/communications team so guests, renters, and partners have clear, up-to-date information about the space.

Rental & Partnership Oversight

- Serve as the point of contact for rental inquiries, coordinating agreements and scheduling for outside groups using the facility.
- Oversee any for-profit partnerships operating within the community center, ensuring alignment with NorthPoint's mission and values.
- Partner with the Local Partner Coordinator and Sports Coordinator to ensure space-use decisions support the whole building's ministry.

Activity/Policy Coordinator is NOT:

- Facilities technician responsible for maintenance and repairs.
- Program facilitator actively running daily programs or activities.
- Sole decision-maker on space use without input from other Community Center leaders.

Qualifications:

- A strong personal faith in Jesus Christ and a strong alignment to the mission, values, and staff plumb lines of NorthPoint Church.
- Demonstrated experience in operations, scheduling, or facility/policy management.
- Strong systems and process-oriented thinking, with the ability to see the big picture.
- Experience developing or managing policies in a community, non-profit, or business setting.
- Excellent communication, organizational, and problem-solving skills.
- Ability to build and maintain effective relationships with renters, partners, and internal teams.
- Comfortable using scheduling software and tools.
- Self-starter and creative, with the ability to partner with others.
- Understanding of the goals and objectives of the Cultivate Initiative.

Relationships of the Activity/Policy Coordinator include:

Reports to	<i>Executive Pastor or Director of Operations - TBD</i>
Works closely with	Local Partner Coordinator, Sports Coordinator, Café Manager, Admin and Facility teams
Leads	Rental partners and building-use volunteers
Supports	Other ministry leads and church leadership

Success of the Activity/Policy Coordinator is defined by:

- NorthPoint Community Center has clear, well-communicated policies that guide how spaces and courts are used.
- The building's times, spaces, and connections are being leveraged well, with minimal scheduling conflicts.
- Signage and communication across the center are consistent, current, and aligned with NorthPoint's mission and values.
- Rental opportunities and for-profit partnerships are being managed in a way that supports the center's mission and financial health.
- Excitement and intentionality align with NorthPoint's mission, values, strategy, and impact of our church.
- NorthPoint staff and leaders are supported and encouraged.

To apply, please send your resume and cover letter to Tonya Amos at Tonya.amos@northpointdsm.com

This role requires passing a background check, providing at least three non-familial references, and adhering to all NorthPoint child protection policies.