



BUILDING A KHUSA LEADERSHIP SUPPORT TEAM

Moses, the great leader of Israel, needed encouragement from his father-in-law to build a team of judges who would share the responsibilities of governing the nation. Moses was wearing himself out as the sole judge and just needed someone to say, “there’s a better way.” If you’re feeling a bit too stretched with your director responsibilities, review this document and think about the next best step in expanding your Kids Hope USA team. Reach out to your Kids Hope USA contact if you would like some assistance.

Tips for recruiting, utilizing, and supporting a leadership team:

- **Identify your strengths** – Make a list of what you do well and enjoy doing. Then identify areas in which you would benefit from assistance.
- **Pray** – Pray over your areas of need, asking God for wisdom and direction.
- **Ask for assistance** – People are far more likely to participate if asked personally, and, like you, are looking for ways to best use their gifts. Seek out support from your supervising pastor as pastors often can help make connections.
- **Delegate and communicate** – Delegate specific tasks and communicate regularly with your leadership team, either one-on-one or in full-team meetings. Determine the best method of communication with team members based on their schedules and preferences. Share communication from KHUSA with the leadership team, such as the monthly director newsletter.
- **Support and encourage** – Be available to problem solve and answer questions. Thank team members specifically and regularly for their contributions – a note, a small KHUSA token from the KHUSA Store, or getting together for a meal or dessert are all great ways to show your appreciation for their contributions.

Tips for finding, supporting, and using volunteers:

- **Be prepared with a short list of jobs for volunteers** – You may need assistance with administrative activities that don’t necessarily warrant a leadership position. Perhaps you could use help with filing, creating a newsletter, making treats for the staff, taking pictures at an event, etc.
- **Keep a list of willing helpers** – If someone offers to help if you need assistance, find out what that means to them and use their help at the first opportunity.
- **Be willing to train and retrain** – Just like teaching children to do things well takes patience and encouragement, training adults has similar requirements. Work with volunteers to train them how to best help you and be open to the idea that their way of doing the task may be just fine.
- **Approach group leaders for help in finding volunteers** – Maybe a small group could adopt an event and prepare and serve food. Another group might be willing to donate food. Service projects are great ways to build community in small groups and accomplish kingdom work at the same time.
- **Look beyond your typical prospects** – A shut-in might be happy to make calls or write encouragement notes. Teenagers are great with technology and might get excited about designing a newsletter or producing a promotional video.
- **Ask and keep asking** – Many people aren’t looking for a specific volunteer opportunity but will respond when asked. Actively seek them out.
- **Show gratitude** – Just as you appreciate someone noticing and appreciating your contributions, those who volunteer for you will also benefit from a thoughtful gesture. A simple thank you note, postcard, or fun giveaway could keep volunteers returning time and again!

Finally, be encouraged. The work you’re doing as a director of a Kids Hope USA program is truly life-changing work. There are children who will be forever impacted. There are also adults who will be forever impacted because you asked them to join you in the journey. See the following pages for various team roles and functions.

KHUSA LEADERSHIP SUPPORT TEAM POSITIONS

The suggested leadership team positions below are just that – suggested. They are listed here to help you consider if you might benefit by having one or more people fill any of these roles. The roles don't require a significant time commitment but could serve to make your program stronger and allow you to focus on what you do best.

- **Prayer Partner Coordinator** - Assists the director in creating a prayer partner network and oversees the ongoing involvement of prayer partners.
 - Complete KHUSA Prayer Partner Training and guide other prayer partners to do the same.
 - Develop a prayer partner network.
 - Create ways to keep mentors and prayer partners connected.
 - Share with the director or communication coordinator ways to keep the congregation informed about the vital prayer partner role.
 - Commit to pray for the director and program.
 - Thank and encourage prayer partners proactively and regularly.

- **Communication Coordinator** - Assists the director in creating a plan to keep the church, school, and community informed about the happenings with your Kids Hope USA program. (Finding someone with graphic design experience is an added bonus.)
 - Create and implement a communications strategy, which could include the following:
 - Recruit others to assist with publication of newsletters for mentors and prayer partners.
 - Work with the church marketing director to learn the various marketing opportunities at the church and assist in preparing content for:
 - Pre-service and pulpit announcements
 - Digital publications
 - Social media posts
 - Newsletters and bulletins
 - Small group announcements
 - A dedicated page on the church website for your Kids Hope USA program
 - Note: photos of mentored children cannot be used unless permission has been granted by the parent/guardian. Confidential information must be protected.

- **Recruiting Coordinator** – Assists the director in creating and implementing a comprehensive volunteer recruiting strategy.
 - Review the various KHUSA recruiting resources to determine what would be useful at various events.
 - Research opportunities to promote mentoring at church events and hosting a table with resources for interested church members.
 - Promote mentoring in church groups that may not already be in the director's circle of influence.
 - Keep promotional materials current and available.
 - Encourage other KHUSA volunteers who are gifted in sharing the mentoring story.
 - Coordinate with Communications Coordinator (if assigned) for promotional opportunities.

- **Technology Coordinator** – Assists the director with technology needs, which could include the following:
 - Train and assist mentors in how to use their online access to the KHUSA mentor portal resources.
 - For mentors meeting students virtually, provide training for online mentoring software, such as Zoom.

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- **Celebration and Events Coordinator** - Assists the director in planning any optional or supplemental activities for your Kids Hope USA program.
 - Work with the director to identify possible activities/events at the church and school.
 - Recruit people and create committees for the purpose of planning and implementing.
 - Be creative with events and involve others in the church – not just Kids Hope USA volunteers. This is a great place for prayer partners (if they have been screened) to meet the families in a very friendly setting. If prayer partners are in attendance, they should **not** be introduced as prayer partners. All participants in the school setting must agree to abide by Separation of Church and State standards.
 - Serve as an additional host at events, such as encouraging church members to mingle with mentored students and families.
 - Plan ahead to celebrate the graduation of children from elementary school into middle school.
- **Match Support Coordinator** - This team member must complete director training as a co-director in order to have direct contact with students and their information. Assists the director in providing ongoing support to mentor/student matches by engaging in the following activities:
 - Check in with each mentor/student match within the first month for new matches and within the first two months for existing matches. Continue monitoring these matches using the following tools:
 - Mentor Interview Form
 - Child Interview Form
 - Review and respond as needed to daily progress reports from active mentor/student matches in conjunction with the Kids Hope USA director.
 - Assist with end of the school year evaluation projects for mentors and children using provided tools.
 - Plan and execute at least one continuing education event for mentors each year, either in collaboration with other Kids Hope USA programs in your region, independently, or in collaboration with other community organizations in your area (the school, a local mentoring collaborative, etc.).
 - Assist with keeping volunteer lists updated on the KHUSA director portal.