



JOB DESCRIPTION

Title: First Impressions Coordinator
Department: Creative Arts Department
Reports To: Creative Arts Pastor
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: Responsible for the coordination of volunteers to assist in creating a positive first experience for our guests that will cause them to come back and inspire them to bring others with them. The coordinator ensures a positive personal and physical impression both on the weekend as well as throughout the week.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Oversight of these essential weekend teams:

- Greeters, Parking Lot Team, Ushers, Communion/offering Team, Connections Center Team, Communion Prep Team, Worship Center Prep Team, Whatever It Takes Team, Cafe Team, Baptism Team, and Security Team
- **For each of these teams, you will:**
 - Cast a compelling vision conveying the importance of their role in our church.
 - Recruit, develop, and empower leaders to guide and support their volunteers.
 - Ensure that volunteers have been scheduled to fill the necessary positions for each weekend.
 - Establish and organize necessary training for all volunteer positions.
 - Purchase supplies to keep all areas fully stocked (baptism, cafe, communion, pew supplies, etc.)
 - Care for the volunteers by continually building relationships, praying with/for them, and investing in their future both as a leader and Christ-follower.

Weekend Coordinating:

- Oversee weekend teams by leading pre-service volunteer meetings and prayer times.
- Ensure all teams are functioning properly and have the items needed to fulfil their positions properly.
- Coordinate building maintenance with Facilities Team to distraction free spaces for a positive first impression for our guests.

Additional Responsibilities:

- Manage Connections Team budget and track expenses throughout the fiscal year
- Some administrative tasks may be required as needed
- Exercise hospitality skills and sensitivity in encounters with church members and friends

- Like every member of the Creative Department, you will be routinely be given ownership over all or a particular aspect of a project
- Additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Champion of vision, values, and culture of Crossroads Christian Church
- Exceptional model of personal integrity
- Demonstrated capacity to administrate large groups of people
- Organizational skills
- Desired pursuit of attention to excellence in physical environments
- Energized by people
- Alignment with the vision and mission of the restoration movement approach to kingdom work and church building
- Heart for evangelism and disciple making
- Preferred Associate Degree in related field or equivalent experience. Minimum of High School Diploma or GED.
- Demonstrated computer skills, including Microsoft Office: Word, Excel, InDesign, and other similar programs using a Mac operating system

Work Environment

This job operates in a professional office environment and where people congregate prior to worship. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear, use arms, stand, walk and to make physical contact with others (hand shaking). Ability to perform light cleaning that may occur in the course of fulfilling responsibilities. Ability to stand for long periods of time during the weekend and lift items of about 20-30 pounds on occasion.

Position Type/Expected Hours of Work

This is a full-time position, 40 hours per week. Normal work week is Monday to Thursday, 8:00 AM-5:00 PM (one hour off for lunch), Saturday 3:00-7:30 PM and Sunday 8:00 AM-12:30 PM.

Travel

This position may require travelling for training and conferences. No additional travel is anticipated.

September 13, 2018

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.