

JOB TITLE | First Impressions Coordinator | Winter Garden

MINISTRY | First Impressions Ministry

REPORTS TO | First Impressions Lead

STATUS | Part Time | Hourly Position | up to 28 hours

SUMMARY OF CONTRIBUTION

- To establish and maintain a welcoming, cared for volunteer environment, develop & sustain volunteer base and training for new and existing volunteers. In turn creating a level of excellence within our volunteer team which will continue to generate a "welcoming - glad you are here" environment for all who enter Discovery Church.

RESPONSIBILITIES

- Assess Volunteers to insure they are in the right fit role.
- Establish and sustain training for new and existing volunteers.
- Engage with Lead Volunteers regularly to provide leadership and guidance.
- Ensure all volunteer positions are filled for each weekend service (Greeter, Usher, Information Hub, Cafe, Food Service, Parking).
- Leverage PCO (Planning Center Online) to confirm, send reminders to all volunteers of days/times for service.
- Ensure Volunteers have all the tools they need to serve in an excellent manner.
- Provide support working with established ministry volunteers.
- Manage and maintain weekly Kitchen, Lobby and Auditorium supplies.

REQUIREMENTS

- High Interpersonal and Relational skills.
- Ability to interface, engage in Christ-like manner with Leaders, Staff, Volunteers & Church Members.
- High level competency in usage of the Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Pro Presenter) and some experience in PCO (Planning Center).
- Proven excellent spoken and written communication skills.
- Flexible and able to effectively manage constantly changing timelines and priorities.
- Proven conflict management /resolution skills.
- Self-starter, motivated and able to handle multiple tasks and projects.
- Demonstrated strong problem solving and decision-making skills.

EXPERIENCE DESIRED

- Bachelor's degree or equivalent in Hospitality
- Experience - 3 to 5 years' experience in church organization with Volunteer / Hospitality coordination.



BRIEF

We are looking for an individual that displays the competencies above but also exudes high character. This individual holds themselves to a biblical standard that is above reproach and honors God in their words and actions. They work to achieve and maintain a high degree of chemistry with all they interact with.