



## **Hospitality Coordinator**

Job Description

10/25/24

### **Job Summary**

Responsible for oversight of Sunday Hospitality and Auxiliary Services.

### **Supervisor**

Facilities Director

### **Qualifications**

- High school diploma required, college degree or related experience preferred.
- Retail and hosting experience preferred.
- Passionate desire to show Christ's love through hospitality
- Strong multi-tasking and detail-oriented skills
- Must be able to demonstrate the ability to lead and empower volunteers.

### **Job Classification**

Part Time/Non-Exempt

This hourly position will work up to 20 hours per week. Workdays will be flexible based on ministry needs.

### **Essential Functions**

#### **Sunday Services**

- Equip and empower hospitality volunteer teams (i.e., greeters, parking team, coffee and seating) to lead and participate in the Sunday morning worship and ministry events.
- Train volunteers to provide a warm and friendly environment that makes people feel welcomed and accepted.
- Sunday set-up and shopping for Sunday volunteer breakfast snacks
- Track and report volunteer participation

#### **Auxiliary Services**

- Oversee hospitality needs, including coffee service, for ministry and special events on evenings and weekends, as requested.

#### **Shepherd Volunteers**

- Provide care and appreciation for hospitality volunteers. This includes building relationships, attending milestone celebrations and funerals.

#### **Other**

- Participate in Staff/Team Meetings, when available.
- Able to lift 25 lbs.