



## Job Description

<b>Title</b>	West Campus Hospitality Coordinator	<b>Status</b>	Part-time (10 or 20 hrs)
<b>Department</b>	Hospitality	<b>Reports to</b>	Director of Hospitality

### **POSITION PURPOSE**

The West Campus Hospitality Coordinator serves as the primary point person and champion for the West Campus worshipping community by leading, encouraging, communicating, coordinating, and problem solving to fulfill Hope’s mission “to encourage all people to know the love of Christ”.

### **POSITION RESPONSIBILITIES**

#### **Hospitality Coordinator**

- Primarily responsible for recruitment, connecting to teams, scheduling, retention, and training for the following roles: money counters, ushers/greeters/readers, kitchen servers, information desk, communion servers and preparers, activity bag maintenance, funeral servers, office volunteers, other congregational teams as needed.
- Carry out uniform processes in the recruitment, training, and thanking of volunteers.
- Provide hospitality support during Sunday and Wednesday worship times.
- Serve as a liaison for hospitality volunteers.
- Attend new member gatherings to engage new members with volunteer opportunities and create relationships

#### **Administrative Support**

- Become fluent in Hope’s database systems and keep accurate up to date records
- Manage volunteer teams in database
- Coordinate worship, kitchen, office, and custodial supply needs with appropriate staff
- Coordinate with onsite ministry staff as needed
- Other duties as assigned

### **REQUIRED SKILLS AND ABILITIES**

- ❖ Faith in Jesus Christ and a commitment to the mission and core values of Hope Lutheran.
- ❖ Positive, engaging, and eager to meet new people and engage them in the ministries of Hope.
- ❖ Ability to organize and prioritize, with an acute sense for detail and accuracy.
- ❖ Proficient computer skills including Microsoft Word, Excel and Outlook

### **EXPECTATIONS**

- Job expectations include Wednesday evenings and/or Sunday mornings during worship.
- Position is 10 or 20 hours per week.

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### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated January 2022