



Job Description

Title	West Campus Hospitality Coordinator	Status	Part-time (6 hrs.)
Department	Hospitality	Reports to	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, kitchen servers, information desk, communion servers and preparers, activity bag maintenance, funeral servers, office volunteers and 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 Sunday mornings during worship.
- The position is 6 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 February 2025



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