

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

| Position Title | Department | Reports to |
|---|--|-------------------------|
| Guest Experiences Specialist | Henderson - Campuses & Generations (C&G) | Henderson Campus Pastor |
| Employment Status | FLSA Status | Effective Date |
| <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt | 06/28/2021 - cdb |

POSITION SUMMARY

To further the mission of the Church by effectively overseeing all areas of guest and hospitality services at the Henderson Campus.

SKILL SET OF THE POSITION

- **Leader:** Clarify the vision and direction of Guest Services at the Henderson Campus – In cooperation with the Central Guest Services Manager
- **Developer:** Effectively develop the Guest Experiences team and volunteer leaders

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Provide leadership in meeting ministry goals, and objectives and provide organizational structure for the Guest Experience ministry.
- Lead, recruit, train, schedule, equip, and supervise volunteers for the ministry.
- Responsible for preparation and administration of budgets; maintains and monitors appropriate budgetary controls.
- Lead, develop and oversee all Guest Experience Teams which include Parking Team, Welcome Team, Section Hosts, Connecting Point, Prayer Team, and Operations Team.”
- Plan and oversee participation of all Guest Experience volunteer teams and inclusion of all supporting departments in the planning and facilitating of services and events.
- Coordinate work with the Facilities Team to ensure the campus aesthetics, both interior and exterior.

Expectations

- Exhibits a meaningful and growing personal relationship with Jesus Christ
- Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person
- Recognizes that our work is important and deserves our very best

Conditions of Employment

- Models the Biblical standard of personal conduct and lifestyle
- Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith
- Supports and adheres to the policies and procedures found in the CCC Employee Handbook

MINIMUM QUALIFICATIONS

Experience: Must have five (5) years of ministry related experience with programs related to guest services. Must be a motivated and effective recruiter and manager of volunteers.

Education: Bachelor’s degree from an accredited college or university preferred; consideration will be given to candidates having experience and demonstrated proficiency in field.

Knowledge, skills, and gifts: Candidate must exhibit excellent leadership, organizational and interpersonal relational skills. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Activities with students, including sports and games of a physical nature
- May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up for activities and events
- Operation of church vehicles

EMPLOYEE ACKNOWLEDGEMENT

All employees of Compassion Christian Church are at-will, as such, are free to resign any time without reason. Compassion Christian Church likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time. No manager, supervisor or employee of Compassion Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of Compassion Christian Church; and, that it in no way constitutes an employment contract or otherwise alters my “employment at will” relationship with Compassion Christian Church.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____