

**Job Title:** Hospitality Coordinator

**Reports To:** Director of Worship

**FLSA:** Non-Exempt

**Status:** Full Time

### **Job Summary**

The Hospitality Coordinator will recruit and manage volunteer hospitality teams for Sunday services and special events. Provide ongoing training, scheduling, and implementation of worship hospitality teams. Coordinate baptism, funeral, wedding and churchwide events as assigned. Provide administrative support to the worship director and pastors.

### **Essential Job Functions:**

1. Recruit, train, manage and oversee volunteers in the worship hospitality, special event hospitality and altar ministry teams
2. Complete all worship services setup including coffee bars, connection centers, altar ministry, baptism families and other supplies
3. Engage guests, follow up for new guests and coordination of guest information with the office
4. Schedule baptisms and classes with families and administer the needs of that ministry
5. Coordinate with funeral homes, families, reception team and worship team
6. Facilitate wedding process with couples and appropriate personnel
7. Coordinate churchwide events, including festivals, midweek or Sunday night programming as assigned
8. Provide occasional administrative support for the worship director and pastors

### **Knowledge, Skills and Abilities:**

- Knowledge of volunteer recruitment fundamentals
- Proficient Microsoft office skills
- Strong writing and verbal communication skills
- Excellent problem-solving aptitude
- Skill in training and supporting volunteers
- Effective interpersonal skills
- Ability to schedule, organize, and coordinate assignments effectively
- Ability to work effectively in teams
- Ability to manage multiple projects, deadlines, and objectives

### **Education and Experience:**

Bachelor's Degree in hospitality or another related field. Years of experience may be substituted for degree. Must have a minimum of three (3) years' experience in hospitality and/or volunteer management. Must have an active church membership.

*Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.*