



Job title	<i>Local Outreach / Guest Experience - Alamance Campus</i>
Reports to	<i>Campus Pastor</i>
FLSA status	<i>Non- Exempt</i>
Hours	<i>Part-time (20-25 hrs/week)</i>

Job purpose

This summer staff position coordinates the local outreach ministries and helps create a phenomenal Sunday morning guest experience in support of the mission, vision, goals and objectives of Grace Church. This is a highly administrative and relational role providing leadership and oversight to our local outreach and SERVE teams. This position reports to the Campus Pastor.

Duties and responsibilities

Leadership of our Summer Local Outreach projects in coordination with the Campus Coordinator

- a. Provides coordination and oversight to the local outreach ministries of Grace Church - Alamance Campus.
- b. Evaluates, develops and organizes (8-10) summer local outreach opportunities and partners consistent with the vision of Grace Church.
- c. Recruits, trains, equips and leads volunteers for local outreach events and opportunities.
- d. Sets up all projects within CCB for tracking, communication and reporting.
- e. Schedules and leads all local outreach meetings, setting the agenda for the envisioning, planning, development and training of team members as determined.
- f. Communicates with local organizations to develop and coordinate efforts to engage Grace Church in outreach opportunities and ministry.
- g. Trains and equips volunteers on how to serve the local community in various capacities of local ministry.

Coordinate phenomenal guest experience's in coordination with our campus guest experience director.

- a. Recruit, train, schedule, equip and lead volunteers for the First Impressions and Roll in / Roll out Team at the campus level. Including drivers, setup coordinator, etc.
- b. Ensures that all areas are ready to receive guests and attendees on Sunday mornings and for special events.
- c. Trains and equips volunteers to effectively provide Grace Church guests and attendees with the necessary information to assist them in navigating the facilities and ministries available on Sunday mornings and during special events.
- d. Ensures that everyone is properly equipped with necessary clothing items, lanyards, name tags, communication pieces, safety vests, and other necessary equipment.
- e. Ensures that FIT refreshments are properly planned and supplied for Sunday mornings and special events.
- f. Ensures that all areas are setup and torn down in a safe, timely and excellent manner on Sunday mornings and for special events.
- g. Ensure equipment trailers are transported, unloaded, loaded, and stored safely and properly before and after services.

Other Duties and Responsibilities

- h. Weekly meetings with all coordinators and Campus Pastor.
- i. Utilization of CCB, Discord and other communication modes to effectively schedule, communicate with and build necessary teams.
- j. Other duties and responsibilities as directed by the Campus Pastor.

Qualifications

Qualifications include:

- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study, worship attendance, and giving.
- Must be a member of Grace Church and demonstrate agreement with the Grace Church vision, values and culture.
- Ability to lead a complex organization and supervise diverse staff and volunteers.

- Excellent verbal and written communication skills.
- Strong organizational and planning skills.
- Ability to recruit, train and organize volunteers.
- A passion for helping others beyond Grace Church.
- Knowledge of applicable computer systems such as Planning Center, FellowshipOne, and other systems as may be required.
- Ability to prioritize and multi-task, using good time management skills in a fast-paced environment.
- Ability to maintain discretion and confidentiality of personal matters.

Physical requirements

The physical demands may include: sitting, standing, walking, bending, stooping, twisting, and lifting up to 50 pounds as needed to fulfill job duties and requirements.

Direct reports to this position

- N/A

Approved by:	<i>John Mark Hamilton</i>
Date approved:	<i>March 27, 2024</i>
Reviewed:	

