

WEST CAMPUS

GROUPS DIRECTOR &

GUEST SERVICES COORDINATOR

REPORTS TO: WEST CAMPUS PASTOR

WORKS CLOSELY WITH: SUPPORT & DEVELOPMENT GROUPS LEAD, CAMPUS GROUPS DIRECTORS (ACROSS ALL CAMPUSES), VOLUNTEER LEADERS AND COACHES, CAMPUS STAFF

CATEGORY: FULL-TIME//SALARY INCLUDES WEEKEND AND EVENING HOURS

The Campus Groups Director & Guest Services Coordinator is primarily responsible for the Groups ministry at the West Campus as well creating an excellent, welcoming and distractions free environment for guests during services. This leadership role oversees volunteers, with key tasks revolving around leading them deeper into their faith and challenging them to share that journey with others. This role is critical to keeping the groups system up-to-date and maintaining effective channels of communication with volunteers, leaders, and coaches.

QUALIFICATIONS / CHARACTERISTICS

- Submits their life to God and the authority of His Word. Models a commitment to developing the character of Christ.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.
- Experience leading volunteers.
- Experience delivering a training and casting vision.
- Ability to connect with all types of people.
- Demonstrates teamwork – welcomes feedback, cultivates a healthy culture and connection among teams of people, puts success of team above own interests.
- Demonstrates a “see the need, meet the need” work ethic.
- Time management – balances individual and team responsibilities, shows initiative and thrives under flexibility. Is a self-starter.

PRIMARY RESPONSIBILITIES

- Engagement, growth and development of Groups ministry at the West Campus.
- Assist with the pastoral care needs at your campus as requested by Campus Pastor.
- Recruit and develop guest services teams and service coordinators
- Developing, leading, and recruiting volunteer leaders and coaches. For the Groups Ministry
- Schedule and communicate with guest services volunteers each week
- Prepare logistics and execute all aspects of guest services including meetings before each service to prepare volunteers
- Prepare logistics and execute all aspects for special weekend events (e.g., Baptism, communion, groups launch, etc...)
- Meet with key leaders in guest services on a consistent basis
- Ensure that offerings are counted properly and returned to the accounting office by Tuesday Afternoon
- Coordinating group and/or local outreach events.
- Other duties as assigned.

