



Position Title: Campus Connect Coordinator

Hours/week: 25 (part-time)

Reports To: Campus Pastor and Director of Community Groups/Spiritual Growth

Classification: non-exempt

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Oversees Campus Connect Central area; ensures guests are greeted and assisted in welcoming manner
2. Maintains appearance of Connect Central, creating and fostering a welcome environment
3. Ensures Greeter Teams are current on Woodmen happenings to answer questions/direct people
4. Creates easy avenues for those wanting to get connected to Woodmen to be able do so
5. Enters first-time guest contact information into church database
6. Sees that first-time guests receive a follow up email to further welcome them, see if they have questions and offer additional resources, as needed
7. Ensures first-time guests receive a hand-written card from Campus Pastor with an invite to Woodmen Welcome
8. Recruits/trains Connect callers for each age group to call first-time guests and facilitate monthly hangs
9. Oversees Greeter, Usher, Coffee, and Parking Teams – recruits/onboards MPs; schedules teams and ensures appropriate staffing for each weekend service
10. Helps host Woodmen Welcome on the second Sunday of the month
11. Maintains consistency of campus First Impressions with other campuses
12. Attends and participates in regular campus and staff-wide meetings/events
13. Other duties as requested

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Vivacious with an outgoing personality; someone who loves meeting people and helping them
4. Gifting in the areas of administration, organization, helps and hospitality
5. Experience leading teams; able to delegate in a firm yet friendly manner
6. Excellent written/verbal communication skills; able to effectively communicate both to groups and one-on-one
7. Ability to handle concurrent priorities and see that all are successfully accomplished
8. Maintains confidentiality of internal and external situations
9. Proficiency in use of general office equipment; proficiency in Mac office platforms
10. Ability to attend most weekend services
11. Reliable transportation to travel between campuses, as needed
12. Ability to lift 40 lbs.