

Job Title: Hospitality Coordinator

Asbury Church is currently seeking a Hospitality Coordinator to join its staff. The Hospitality Coordinator is responsible for leading the volunteer teams that provide an atmosphere of warmth and welcome to all of Asbury members and guests. The Hospitality Coordinator must model and train volunteer teams for weekend services and special events and follow up with guests to help them to engage in the life of the church.

The mission of Asbury Church is to lead people into a growing relationship with Jesus Christ.

Main Responsibilities:

- To lead, organize and cast vision for our weekend volunteer teams.
- Recruit, train and develop teams for the following areas of ministry:
 - Greeters/Ushers
 - Community room
 - Next Steps
 - Parking Lot
 - Special Events
- Model behavior that exhibits the techniques and inviting presence the volunteers should be displaying.
- Develop an infrastructure to facilitate follow-up with guests and assisting them in getting connected into the life of the church (the First Impressions Ministry)
- Facilitate orientation for new church members including coordinating with Asbury staff and lay leaders.
- Recruit additional volunteers for Christmas, Easter, other special events.
- Plan and execute moments beyond the service that invite our people to stay and develop community.
- Coordinate purchasing of hospitality items (coffee, supplies, etc.)
- Utilize current database software (PCO) for scheduling and coordinating volunteer schedule.

Desired Skillsets:

- Administration skills
- Very strong interpersonal skills
- Organizational skills
- Vision Casting

Personality Traits: Compassionate, Energetic, Positive, Cheerful

Salary Range: \$20-\$25 per hour, generally 7-10 hours per week