



Position: Hospitality Administrator
Supervisor: Director of Church Engagement

Overview: The Hospitality administrator is responsible for all scheduling and communication with the Hospitality ministry at The District Church. Your primary purpose will be to support the Hospitality Coordinator and Leads in the execution of Hospitality on Sundays. The Hospitality Administrator is expected to be extremely organized, detailed oriented, and responsive to emails and text messages.

Requirements and Detailed Responsibilities

Responsibilities

- Recruiting and onboarding new volunteers by managing all CCB process queues and emails with interested newcomers.
- Maintain the hospitality training documents
- Scheduling for all Sunday roles through CCB
- Responsible for communications with the Hospitality Coordinator and Leads including weekly recaps
- Ordering supplies as needed
- Fills in any needed details on weekly staff agenda document
- Manages Hospitality Coordinator role and Logistics role (both part time as well).
- Oversees their training and ongoing success. Delivers performance reviews and coaches them to effective mastery of their roles.
- Fill in any details on weekly staff agenda

Required Skills / Qualifications

- Committed to Christ and to the mission of TDC. Understands and fits the values, mission, and culture of TDC.
- Believes hospitality and first impressions is a vital area of ministry
- Ability to anticipate future needs to facilitate successful planning / scheduling
- Responsive
- Detail oriented
- Takes ownership
- Available for flexible hours during the week
- Able to work independently, remote from other team members
- Good written communication
- Strong proven ability to work with other part time staff



Sample weekly schedule - as an example/Post Quarantine

Mondays:

- Fill-in details on staff agenda - 10 mins

Tuesdays:

- Send recap emails to last Sunday's teams - 30 mins
- Get service notes from Sunday Coordinator, order any needed supplies - 30 mins
- Do weekly defriefs with Sunday Coordinator and plan logistics to plan/troubleshoot - 1hr.

Wednesdays:

- Work through process queues, following up where needed with new volunteers - 1hr.
- Confirm schedule for the upcoming Sunday, requesting more volunteers or moving people around as requested - 1 -2hrs.

Thursdays:

- Add staff to their assigned roles for any Sunday tasks from staff agenda - 10 mins
- Send Sunday prep emails to confirmed teams and separate leads email - 45 mins
- Communicate any changes or needs to Sunday Coordinator- 30 mins

Fridays:

- Respond to any questions or problems with the schedule that arose since Thursday emails - 1hr.
- Plan tasks for next week - 30 mins.

Details

- Reports to the Director of Church Engagement
- Paid position offering \$20 per hour
- Minimum of 5 hrs/week
- Max of 20hrs/ More hours must be approved by the Director of Church Engagement

If interested, please email PDFs of cover letter & resume to ariel@districtchurch.org