

# Job Description

**Job Title:** Weekend Experience Assistant

**Average Hours/Week** 32hrs (22 week/10wknd)

**Department** Weekend Experience Team – Rick Calcutt

**Reports to** Guest Experience (GE) Director and Communications Director (CD)

## Essential Job Functions

### Weekends:

- Assist in meeting, recruiting, training new volunteers in the areas of; Parking, worship folders, greeting, ushering, communion, lobby hosts, living room, serve tours, café, baptisms and info center
- Coordinate and set up of monthly New Here Lunch
- Weekly preparation for weekend experience including worship folders, Volunteer Central, lobby organization, field of dreams/main street
- Lead monthly serve tours in conjunction with other departments
- Assist in connecting people to New Here Lunch, Rooted, Discover Compass

### Administrative:

- Attend weekly weekend planning meetings to ensure logistics are coordinated efficiently
- Provide administrative support and execute support for All Church events. Assist in recruiting and training for these events
- General administrative support for GE director and CD
- CCB- maintain people and group records
- Be a part of admin team

## Key Results

- Ensuring administrative needs are met in GE area and Communications
- Excellent advanced planning and communication for Weekend Experience team
- Assist GE Director to ensure growing number of people are connected to Jesus and one another through Compass
- Assist in maintaining complete awareness of ALL events and news relating to what is taking place at Compass

## Evaluation

- Based on success essential job functions and key results
- Quarterly evaluation with supervisor

## Education & Experience

**In addition to a commitment to Christ-like character and a passionate call to reach the lost:**

- High School diploma/equivalent
- Customer service experience in hospitality preferred
- Proficient in all programs of Microsoft Office
- Excellent administration skills
- Exceptional people skills that seeks to love everyone and contributes to a healthy staff culture