



Job Description

Position Title: First Impressions Coordinator
Reports To: Next Steps Director
Revised: 11-15-23

Department: Adult
Status: Part-time (20 hours)
Pay: Hourly

Primary Purpose:

To help Stonehill accomplish its mission by developing and leading a dedicated team of First Impression volunteers and create an excellent weekend guest experience.

Key Responsibilities:

1. **Develops** the First Impressions Team.
2. **Manages** the First Impressions Team.
3. **Owns** the overall guest experience at Stonehill.
4. **Executes** various administrative tasks in adult ministries (5 hours/week).

Specific Areas of Responsibilities:

1. **Develops the First Impressions Team**
 - Actively recruits new First Impression volunteers.
 - Onboards new First Impression volunteers.
 - Consistently equips and trains the First Impression volunteers.
 - Celebrates, honors, and recognizes First Impression volunteers.
2. **Manages the First Impressions Team**
 - Continually places volunteers in positions in which they can thrive.
 - Pairs new volunteers with veteran volunteers.
 - Uses Planning Center to schedule volunteers.
 - Ensures each First Impression position is filled each week.
3. **Owns the overall guest experience at Stonehill**
 - Continually evaluates and improves the guest experience.
 - Creates environments that are warm, welcoming, and highly relational.
 - Ensures each aspect of the guest experience at Stonehill is excellent.
 - Strategically receives feedback from guests about their experience at Stonehill and makes adjustments accordingly.
4. **Executes various administrative tasks in adult ministries (5 hours/week)**
 - Supports the Next Steps Director and Executive Director of Adult Ministries with administrative responsibilities.

- Helps with emailing, scheduling, organizing, event planning, and other office work, as needed.

STONEHILL'S PARTNERSHIP PATHWAY

Staff Team members have an expectation of upholding the Partnership Pathway of Stonehill.

Gather- Each Staff Team member needs to be committed to being at Sunday services on a regular basis. Our community groups are an integral part of our church, so it is vital to be part of a community group on a regular basis.

Grow- It is hard to lead somewhere you have never been. It is critical that Staff Team members are personally growing in their walk with Christ. This should include daily Bible study and prayer.

Give- It is important that each Staff Team member is giving their time, treasure, and talents. A staff member should be committed to giving their tithes and offering to our local Church. (Stonehill)

Go- This can look different, but a Staff Team member is going by serving in and out of Stonehill (local community), creating discipleship relationships where you are pouring spiritually into others, and by being involved in local and global outreach.

*The functions described herein are not the only responsibilities and tasks to be performed by the individual occupying this position. The individual will be required to follow any other instructions and to perform any other job-related duties as required by his/her supervisor or manager. Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the responsibilities of this position successfully, the individual will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

This job description includes the essential functions of the job that an incumbent must be able to perform with or without reasonable accommodation. This document does not create an employment contract, implied or otherwise. The organization maintains "at will" employment. This job description is subject to review and may be revised or updated at manage.