COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Department</th>
<th>Reports to</th>
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<tbody>
<tr>
<td>Guest Experiences Coordinator– Henderson Campus</td>
<td>Campus Development - Henderson Campus</td>
<td>Guest Experiences Specialist</td>
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<tr>
<th>Employment Status</th>
<th>FLSA Status</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>☐ Temporary ☒ Full-Time ☐Part-Time</td>
<td>☐ Non-Exempt ☒ Exempt</td>
<td>08/22/2022 – cdb/HR</td>
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POSITION SUMMARY
To further the mission of the Church by effectively overseeing the Henderson Café, coordinating administrative duties for the ministry, and recruiting and equipping café, weekend and weekday and, event logistical volunteers, exemplifying the CORE4 values of our CCC Staff, Game Changer (GC), Roof Wrecker (RW), We over Me (W/M), and Equippers of our members, those we serve (E4).

ESSENTIAL DUTIES AND RESPONSIBILITIES
The essential functions include, but are not limited to the following:

- Carry out the objectives of the Vision & Strategy Team and model a collaborative team mindset (W/M)
- Work with the Guest Experiences Specialist to build and oversee an events logistics team of volunteers that help prepare for large service elements and events at the Henderson Campus (i.e. Christmas lobby decoration set-up and breakdown) (E4 & GC)
- May be expected to assist in event support on an as needed basis (i.e., All Staff, Next Level, Global Leadership Summit, etc...) (W/M)
- Oversee operation of Henderson Café including set-up and breakdown; works closely with Café volunteers, supervising, scheduling and training: (E4 & GC)
  - Responsible for acquisition, operation, and inventory of all Café supplies and equipment (GC)
  - Maintain a clean and welcoming appearance of the Café (GC)
  - Responsible for maintenance of all café related machines and equipment (GC)
  - Responsible for all cash flow and record keeping of cash register receipts (GC)
  - Overseeing POS systems and data entry and providing weekly revenue reports (GC)
- Responsible for the Cafe budget; administering, tracking, making adjustments when necessary, and forecasting for next year (GC)
- Schedule, oversee, and support weekday & weekend volunteers to support the different teams within Guest Experiences, but with direct responsibility of the Café, Operations and the Henderson Welcome Desk during services (E4, GC, & RW)
- Oversee weekend preparation at Henderson (GC & RW)
- Facilitate the connections processes at the Henderson Campus (RW, E4, & GC)
- Coordinate with Central in ordering and maintaining supplies (W/M)
- Manage the room reservations and facilities work orders for the Guest Experience team (W/M & GC)

EXPECTATIONS & CONDITIONS OF EMPLOYMENT

- Exhibits a meaningful and growing personal relationship with Jesus Christ
- Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person
- Recognizes that our work is important and deserves our very best
- Models the Biblical standard of personal conduct and lifestyle as agreed upon in the Team Assumptions
- Supports and adheres to the Mission, Vision, Core Values, and Philosophy of Ministry of CCC, and the Statement of Faith
- Supports and adheres to the policies and procedures found in the CCC Employee Handbook
**MINIMUM QUALIFICATIONS**

- **Experience:** Must have a minimum of three (3) years of experience in general service industry management as well as volunteer team building preferred, with a minimum one (1) year of general service industry management and a proven track record of serving as a volunteer and/or leading a team of volunteers required.
- **Education:** High School diploma or equivalent (GED) required.
- **Knowledge, skills, and gifts:** Candidate must exhibit excellent organizational and interpersonal relational skills. Gifted administrator capable of overseeing the business systems of the Café. Will be able to take and give direction in an effective manner. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to manage and maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers and be able to create a sense of welcome at the Henderson campus.

**EMPLOYEE ACKNOWLEDGEMENT**

All employees of Compassion Christian Church are at-will, as such, are free to resign any time without reason. Compassion Christian Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time. No manager, supervisor or employee of Compassion Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of Compassion Christian Church; and, that it in no way constitutes an employment contract or otherwise alters my “employment at will” relationship with Compassion Christian Church.

Reviewed with employee by

Signature: _______________________________ Name (print): _______________________________
Title: ____________________________________ Date: _______________________________

Received and accepted by

Signature: _______________________________ Name (print): _______________________________
Title: ____________________________________ Date: _______________________________