



FOOTHILLS  
CHURCH

# Director of Guest Services

Oversee Guest Services Ministry at Foothills Church.

J O B   D E S C R I P T I O N

# Director of Guest Services

**Title:** Director of Guest Services

**Accountable To:** Pastor of Development

**Time Commitment:** Full-Time, M-Th - 9:00AM-5:00PM, Sunday 7-1:30pm

**One Sentence Job Description:** Oversee Guest Services Ministry at FC.

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## THE WIN

As the Director of Guest Services your teams are the first people to interact with attenders and guests on Sunday morning. You win when you are creating incredible and memorable experiences for attenders and guests who attend on Sundays and special events.

## RESPONSIBILITIES

The DGS oversees volunteers on the VIP Team, Parking Team, Cafe Team, Door Greeters, Section Leaders, and the Connect Center Team.

## QUALIFICATIONS

- Loves God & cares about making disciples through relational environments.
- A partner of FC who is fulfilling their partnership covenant.
- Cares about guests and unchurched people seeking the Lord at FC.
- Exceptionally organized and able to plan months in advance.
- An influential leader who can lead through others.
- Ability to build teams and train people.
- Able to cast vision and communicate in front of large crowds.

## Education and Experience:

- College Degree
- This position requires a minimum of 5 years of experience in full time church ministry or relevant work experience.
- Experience building volunteer teams and training leaders.

## Helpful but not required:

- Experience in guest services.
- Seminary degree

## EXPECTATIONS

- Recruit, train, and schedule volunteers that serve in Guest Services Ministry.
- Follow the process to recruit, train, and schedule volunteers to serve on Sunday.
- Hold Team Leaders and Volunteers accountable to the ministry descriptions.
- Schedule volunteers to serve at special events that require Guest Services.