

# GUEST SERVICES COORDINATOR

PEACHTREE CITY CAMPUS | PART-TIME

## PURPOSE STATEMENT

The Guest Services Coordinator will create a welcoming and inclusive environment where every guest feels valued and inspired to follow Jesus.

## KEY ATTRIBUTES

- ◆ Warmth and Hospitality
- ◆ Excellent Communication Skills
- ◆ Strong Organizational and Time-Management Skills
- ◆ Teamwork and Leadership
- ◆ Flexibility and Adaptability
- ◆ Attention to Detail

## HOURLY PAY / SALARY

Based on Education and Experience

## REPORTS TO

Guest Experience Director

## RESPONSIBILITIES

- ◆ Recruit, schedule, and equip Guest Services volunteers.
- ◆ Lead weekly volunteer team meetings.
- ◆ Manage volunteer supplies and snacks.
- ◆ Maintain updated information card supplies.
- ◆ Update Church Management System with volunteer data.
- ◆ Support the implementation of the Southside Engagement Strategy.

## WORK HOURS

20 hours per week, Sunday-Thursday, some flexibility



**SOUTHSIDE  
CHURCH**