

SOUTHSIDE CHURCH

CREATING ENVIRONMENTS WHERE UNCHURCHED PEOPLE LOVE TO ENGAGE

GUEST SERVICES COORDINATOR

SOUTHSIDE CHURCH | NEWNAN CAMPUS | PART-TIME

ABOUT US

For close to twenty years, Southside Church has helped people discover a practical faith. Our mission is to inspire people to follow Jesus by creating environments where unchurched people love to engage.

THE ROLE

Are you a relational leader who loves creating welcoming environments? We are looking for a part-time Guest Services Coordinator for our Newnan Campus. In this role, you will be the heartbeat of our Sunday morning hospitality—leading, caring for, and shepherding our volunteer teams to ensure every guest feels welcomed and inspired to take their next step.

KEY RESPONSIBILITIES

- **Empower Volunteers:** Recruit, train, equip, and pastor our Sunday volunteer teams. Lead weekly large group Team Huddles to share updates, training, and inspirational stories.
- **Create Welcoming Environments:** Ensure all Sunday guest services areas are fully prepared, organized, and adequately stocked with volunteer supplies, snacks, and updated distribution cards.
- **Coordinate Operations:** Supervise and schedule traffic police officers, oversee the Sunday morning parking lot experience, and monitor traffic flows.
- **Administrative Stewardship:** Secure Sunday offering collection and counting, manage the departmental budget, and keep attendance records updated in Church Management System (CCB).
- **Partner for Excellence:** Collaborate with the Facility Coordinator on auditorium chair setup and temperature. Assist in implementing Southside's engagement strategy under the Guest Experience Director.

WHO YOU ARE

- **Relational Leader:** Passionate about hospitality, shepherding people, and motivating volunteer teams with clear, life-giving verbal communication.
- **Detail-Minded Organizer:** Strong administrative, process, and supply management skills (experience with Microsoft Office, preferably for Mac).
- **Professional & Problem Solver:** Thrive under pressure, solve operational issues adaptively, and maintain deep professionalism as you collaborate with local and central staff.

SCHEDULE & BENEFITS

- **Hours:** Part-time (Sundays from 7:30 AM to 1:00 PM, plus flexible weekly hours for All-Staff & Campus-Staff meetings).
- **Perks:** Partial cell phone reimbursement (\$50/monthly), 2 weeks of accrual-based paid vacation, paid holidays, and use of a company-provided laptop.

Ready to join our team? Send your resume to Karen Mount at support@southside.org.