



MINISTRY DESCRIPTION

Position: Hospitality Coordinator

Status: Part-time (10-12 Hours)

Campus: Dalton

Date: June 2026

Hospitality Coordinator Vision

At Living Water, we are real people, living relevant lives, relentless in pursuit of New Life in Jesus Christ. That is why we do not just hire employees, we empower leaders. Leaders who are ready to do whatever it takes to reach people who do not know Christ. Leaders who always bring their best, because our mission is too important to settle for anything less!

Living Water is one church in multiple locations. The Hospitality Coordinator plays a key role in creating welcoming and meaningful first impressions for everyone who walks through our doors. This role provides leadership, organization, and support for hospitality ministries including café teams, greeters, welcome desk volunteers, security, and medical team check-ins, and building hospitality systems. The Hospitality Coordinator works closely with campus staff and volunteers to cultivate environments where people feel seen, valued, and connected.

Living Water Staff expectations

- Live in step with Living Water's vision and code
- Work in team – do nothing solo, but in conjunction with others
- Passion working toward the overall benefit of the church
- Live a lifestyle of personal discipleship & mentoring
- This position reports to the Community Life Pastor

Job Qualifications

- Skills – highly organized, relational, team builder, self-starter, detail-oriented administrator
- Ability to recruit, train, schedule, and encourage volunteer teams
- Ability to manage multiple responsibilities in a fast-paced ministry environment
- Passionate about creating welcoming environments where people feel connected and cared for

JOB RESPONSIBILITIES

The primary role of this position is to oversee hospitality systems, volunteer coordination, and café operations while helping create a culture of welcome and connection throughout the campus. The expectation is to:

1) CREATE A CULTURE OF HOSPITALITY

- Help create welcoming environments where guests and attenders feel seen, valued, and connected
- Encourage hospitality teams to create positive first impressions throughout the campus
- Assist in identifying opportunities to improve hospitality systems and guest experience

2) ORGANIZE AND GUIDE HOSPITALITY VOLUNTEER TEAMS

- Recruit, schedule, and support volunteers for Café Team, Door Greeters, and Welcome Desk
- Build healthy volunteer culture through encouragement, communication, and appreciation
- Work with the Community Life Pastor to implement systems for onboarding and training new volunteers
- Maintain clear communication with volunteers regarding schedules, expectations, and special events

3) PLANNING CENTER AND VOLUNTEER CHECK-IN SYSTEMS

- Provide and record volunteer check-in sheets for: Café Team, Door Greeters, Welcome Desk, Living Water Security Team, Medical Team

4) OVERSEE CAFÉ OPERATIONS

- Arrive early on Sunday mornings to prepare coffee and café areas
- Monitor inventory and restock café supplies as needed
- Coordinate occasional reordering of café supplies for Agua Viva Campus needs
- Oversee cleanliness and organization of café areas
- Water and maintain indoor plants

5) SUPPORT BUILDING RENTALS AND EVENT HOSPITALITY

- Meet with renters to walk through Living Water facility usage and rental expectations (when available)
- Coordinate building opening and closing responsibilities for rental events
- Communicate with staff and renters to ensure spaces are prepared and cared for appropriately

6) WORK TOGETHER WITH STAFF

- Communication: utilize request forms, protocols, and conversations to maintain an informed workplace – overcommunicate what is happening
- Address and work through confusion, disagreement, and frustration with necessary individuals
- Attend staff meetings and one-to-one meetings as requested by Direct Report
- Support the overall mission and ministry direction of Living Water Church