

Job Title: First Impression Coordinator - SC
Oversite: SC Associate Pastor
Job Class: Part-time Hourly Employee

The First Impression Coordinator is a part time, Sunday morning role and two hours throughout the week. This position is responsible for supporting in the execution of creating a welcoming, organized, and excellent first impression by overseeing all outdoor environments and volunteer teams. This role provides leadership, volunteer development, and operational oversight for parking, outdoor greeters, signage, and guest flow. This position is under the oversight of the South Campus Associate Pastor and will assist in recruiting, training, and caring for volunteers while ensuring outdoor environments are prepared and executed with excellence each Sunday.

This position must personally and professionally commit to the mission and leadership of Church on the Rock and to faithfully strive to fulfill the vision of Pursuing God, Pursing People and Living Life to the Full.

Job Duties and Responsibilities:

- Help recruit, train, and care for volunteers of the outdoor Connect teams.
- Create leadership pathways for volunteers to grow into greater responsibilities.
- Provide encouragement, support, and care for volunteers.
- Maintain consistent communication with volunteers.
- Create a positive, joyful, servant-hearted team culture.

Sunday Morning Operations

- Oversee all outdoor connect environments including parking teams, outdoor greeters, and sign teams.
- Ensure all volunteer positions are staffed and prepared before guests arrive.
- Coordinate setup of signage, flags, parking equipment, and designated outdoor areas.
- Delegate setup and operational responsibilities to volunteer teams.
- Ensure outdoor environments remain clean, safe, organized, and guest-ready.

Weekly Operations

- Attend the Quality Control Meeting on Monday Mornings at 10 am.
- Strategy meeting with the Associate Campus Pastor bi-weekly.

Guest Experience

- Create a welcoming and energetic atmosphere from the parking lot to the building entrance.
- Assist guests with directions, questions, and hospitality needs.
- Help coordinate guest flow throughout the campus.
- Support overflow parking and sanctuary seating procedures when necessary.
- Help guests take next steps through referrals to Growth Track and other ministry opportunities.

General Skills, Qualifications, and Physical Requirements

- Strong leadership and team-building ability.
- Excellent communication and interpersonal skills.

- Highly relational and people-focused.
- Organized and able to manage multiple responsibilities simultaneously.
- Ability to recruit, train, and develop volunteers.
- Self-motivated with a strong work ethic.
- Ability to solve problems and make decisions in a fast-paced environment.
- Passion for hospitality, guest experience, and volunteer development.
- Ability to work outdoors in various weather conditions.
- Must be available Sunday mornings.
- Aligned with the vision, culture, and values of Church on the Rock
- Ability to sit or stand for long periods of time
- The employee must frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 25 lbs

As an employee of COTR, you are expected to:

- Maintain a strong personal relationship with God
- Use integrity while off campus; your integrity is a reflection of the church
- Be an active member of COTR by attending and supporting the weekend church services
- Commit to the “LET’S ROW” values of COTR staff
- Commit to the overall vision of the church
- Possess the ability to self-motivate and manage time well; being proficient in meeting deadlines/timelines
- Request and communicate to your oversight times that you must be out of the office (vacation and sick days)
- Commit to be a resource to each ministry within the church as needed
- Be in the office on time and ready to work and until your workday is completed

COTR Biblical Principles:

- Must be a saved and born-again believer in Jesus
- Must be a member of Church on the Rock and attend services faithfully
- Maintain proper priorities at home with spouse/children
- Must be able to teach, express and expound upon the gospel with anyone
- Must serve on a weekend service at one of the campuses
- Must regularly pray, support, and encourage others
- Must participate and/or help lead the spiritual growth and development of themselves and their immediate team
- Employee is expected to further the mission of Church on the Rock through their work and lives
- Employees are required to attend COTR culture training

Employees understand and acknowledge that COTR’s principal purpose is to be a community of people who pursue God, pursue people, and Live Life to the Full. All employees at COTR are expected to work and live in accordance with biblical principles which include but are not solely limited to the following: salvation is through the sacrificial blood of Jesus Christ and accepting Him through faith, acceptance of the Bible alone as the exclusive authority and is without error, believer’s baptism, commitment to fulfill Christ’s great

commission to make disciples of all nations. Employees agree to work and live under these key principles, the practices set forth in the employee handbook, and shall do all things necessary to preserve and to keep these principles in practice.