

La Jolla Presbyterian Church

Position Description

POSITION Title: SUMMER HOSPITALITY COORDINATOR INTERN

Department: Outreach and Engagement Ministries

Date: May 2023

Employment Status:

Regular	<input type="checkbox"/>	<input type="checkbox"/> Exempt
Temporary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Non-Exempt
Full-Time	<input type="checkbox"/>	
Part-Time	<input checked="" type="checkbox"/>	
Intern/Co-op	<input type="checkbox"/>	

Hours per week: 12-15 hrs

Minimum Salary: \$18.50/hr

Supervisor's Name/Title: Pastor of Outreach and Engagement

A. POSTION SUMMARY:

Explain the basic purpose of the position and summarize the responsibilities:

The Summer Hospitality Coordinator will help to create welcoming environments for first time visitors and regular church attendees so that people might experience the transforming love of Jesus and then seek to express that transforming love in their own life.

B. DUTIES & RESPONSIBILITIES:

List the required responsibilities of the position, starting with those that are most important. Use brief sentences that begin with action verbs (e.g., conducts, operates, prepares, coordinates, etc.) Estimate the percentage of total annual work time spent on each responsibility listed. **All essential functions must be performed safely, accurately, efficiently, effectively and within management's standards/directives in order to meet the requirements for this position.**

Essential Functions/Responsibilities

1. Assists in planning Community/Outreach Events, determine the theme/opportunity for each month. (examples: Couple's Night, BBQ at beach/park, burritos after 10am Service.
2. Develops and maintains hospitality teams that welcome people onto the campus of LJPC. Recruits volunteers (2 per Sunday for Coffee service), collecting info on their availability & skills, trains, schedules, informs, communicates with volunteers to keep them satisfied and well placed. Sends reminder emails.
3. Recruit and organize volunteer team to organize, categorize and take inventory on various closets on church campus for use in future events.
4. Assists Pastor O&E in planning Women's/Mother-Daughter Tea (Dec.) and Men's Retreat.
5. Name Badges: Update database, reorganize, replenish, straighten Name Badge Boards, used Sunday mornings.
6. Is a team player with other staff members and in other events.

Marginal Functions/Responsibilities (those performed occasionally or in addition to essential functions)

1. Meets regularly with LJPC staff and other ministry directors to communicate and coordinate ministry vision and implementation
2. Meets regularly with Outreach and Engagement Committee.

Reacts to changes in productivity, and performs other duties as assigned.

Explain the type of supervision the incumbent will receive after the training/introductory period (e.g., receives close supervision related to specific work activities; routine duties are performed with minimal supervision; receives very general guidance--work is usually quite independent; subject only to very broad communication, etc.)

After introductory period, receives very general guidance--work is usually quite independent; subject only to very broad communication.

Explain any supervisory responsibility (e.g., selecting employees, assigning tasks and directing work, approving overtime and/or leave, evaluating performance, recommending salary increases, resolving employee complaints, taking corrective/disciplinary action, terminating an employee, etc.)

Explain any access to confidential information?

All confidential information received from staff and/or congregants must be kept confidential until release is obtained by the disclosing party.

Explain any fiscal responsibility (access to/handling of church/customer funds; budgeting responsibilities; approval privileges on purchase orders and check requests; reporting and auditing functions, etc.

Knows how to manage a budget, pays bills on time, keeps funds received for events and other payments in the safe until ready for counting, receives approval for large expenditures.

Explain if it is important that the incumbent of this position be able to communicate fluently in English?

Must speak and write English fluently.

Explain the extent of public contact (list individuals/organizations with whom the incumbent will have contact. Indicate type and frequency):

Expected to represent La Jolla Pres and it's vision to the congregation, community, and church groups.

C. Minimum QUALIFICATIONS needed to perform the positions:

Education/training

(What is the minimum level of education/training necessary to prepare a person with the knowledge or skills to perform the essential functions of this position?):

Bachelor's degree preferred

Work experience

(How many years, and what prior work experience is necessary to perform the essential functions of this position? At what level?):

3 or more years experience in public relations or event planning

Skills & abilities

(What competencies/proficiencies, talents, knowledge--united with readiness and dexterity, etc. are needed):

Demonstrated ability to communicate the gospel of Jesus Christ to adults and families. Demonstrated ability to recruit, build and administer volunteers. Strong administrative and communication skills required.

Other job related requirements (i.e. Necessary licenses, certifications, etc.):

A devoted follower of Jesus Christ with the ability to lead and equip others in faith. Demonstrated abilities in leading, equipping and relational ministry.

Preferred qualifications

(describe any additional education, work experience, skills/abilities, etc. which are desirable in addition to minimum qualifications):

Experience working with a larger congregation preferred.

Pressure of work (What pace, volume of work, distractions, etc. are encountered on the job?):

Often fast pace work environment, ability to troubleshoot problems during events without direct supervision.

Machines/Equipment/Tools/Software

(List machines, equipment, tools, and specific computer software used regularly in the work of this position. Indicate the frequency with which each is used):

Proficient in using copy machine, PC computer. Software includes: Microsoft Office.

Working Conditions

Are there particular working conditions associated with this position which should be noted (i.e. working environment, noise, temperature extremes, hours of work, travel, workspace, unpleasant conditions, etc.) Include protective gear that must be used or worn.

Yes ☒ No ☐

If yes, please explain:

Sunday is a regular work day for this position.

Analysis of Physical Demands of Position

Check physical demands that apply. Then briefly describe responsibilities that require the physical demands checked, and the appropriate percentage of time or weight where required.

1. Strength:
 - a. Standing ☒ 35 % of time _____
 - Walking ☒ 35 % of time _____
 - Sitting ☒ 30 % of time _____
 - b. Lifting ☒ 10-40 pounds _____
 - Carrying ☒ 10-40 pounds _____
 - Pushing ☒ 10-40 pounds _____
 - Pulling ☒ 10-40 pounds _____
2. Climbing ☒ _____
- Balancing ☒ _____
3. Stooping ☒ _____

	Kneeling	<input checked="" type="checkbox"/>	_____
	Crouching	<input checked="" type="checkbox"/>	_____
	Crawling	<input checked="" type="checkbox"/>	_____
4.	Reaching	<input checked="" type="checkbox"/>	_____
	Handling	<input checked="" type="checkbox"/>	_____
5.	Speaking	<input checked="" type="checkbox"/>	<u>Ability to speak in front of groups</u>
	Hearing	<input checked="" type="checkbox"/>	_____
6.	Seeing	<input checked="" type="checkbox"/>	_____
	Depth perception	<input checked="" type="checkbox"/>	_____
	Color vision	<input checked="" type="checkbox"/>	_____

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required.

Employee Signature	Date	Supervisor Signature	Date
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