

Director of Hospitality Role & Responsibilities

June 8, 2021

The Director of Hospitality is a new part-time role (up to 15 hours per week) primarily focusing on the Sunday Morning and Special Event hospitality needs of the Cedar Falls Campus.

We expect this leader to...

- Champion Orchard Hill Church's mission, vision and values on the Cedar Falls Campus by creating an environment where all people are welcomed and valued.
- Identify, recruit and develop Cedar Falls Campus volunteers to participate in the Hospitality Ministry.
- Lead/coach/encourage the Cedar Falls Campus hospitality leaders.
- Lead the Cedar Falls Campus Sunday morning Hospitality Team as well as teams for Special Events as determined by the Senior Leadership Team.
- Be present/active/engaged on Sunday mornings and at Special Events on the Cedar Falls Campus (often night/weekends).
- Coordinate and direct scheduling of hospitality leaders and volunteers.
- Communicate in a timely manner with hospitality leaders and volunteers.
- Connect regularly with Orchard Hill Cedar Falls staff about opportunities to participate in hospitality efforts.
- Make regular relational connections with individuals (emails, texts, phone calls, appointments) for the purpose of building relationships, increasing the value of hospitality, and inviting people to serve. Look for opportunities to engage with next generation volunteers and leaders to help make Sunday morning an opportunity for all ages to connect and be on mission.
- Meet regularly with an assigned staff coach.
- Participate in appropriate leadership teams, such as bi-weekly All-Staff Meetings, Cedar Falls Leadership Staff Meeting, and Sunday morning focused teams.

- Sign Orchard Hill Church's Mutual Accountability Form for staff.

The Director of Hospitality is expected to be someone who is...

- Passionate about God and about people, who will resonate deeply with our mission to 'help next generations encounter and follow Jesus to bless a broken world.'
- A Relator. You value relationships and are comfortable relating to a diverse group of people.
- A Connector. You desire to network with people and build teams and understand the power of "we."
- A Recruiter. You are comfortable identifying and inviting people to serve.
- A Developer. You find energy helping people take next steps.
- An Encourager. You find ways to thank, praise, complement and connect positively with others, especially those on your team.
- A Detailed Thinker. You can manage schedules, dates, names, plan ahead and communicate clearly with others.
- Demonstrates Reliable Character. You consistently demonstrate integrity in your words, relationships and actions.
- Mature. You help lead healthy, growing ministries and people.

For more information about the Director of Hospitality position, please contact one of Orchard Hill Church's Cedar Falls Campus Leaders:

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