

Team Leader

First Impressions Team

Position Description:

The First Impressions Team exists to ensure that every person entering the building is greeted and that guests are offered assistance, as appropriate, so that everyone feels important and welcome and is able to find his or her desired destination easily.

The WOW Team Leader will provide leadership and administration to the team. The Team Leader is a good manager with a pulse on the future goals/plans of the team.

Position Details:

- Position Type: Volunteer
- May Be Filled By: Church Member
- Minimum Maturity Level: Growing Christian
- Spiritual Gifts: Administration - Encouragement - Teaching
- Best Personality Traits: Hospitable - Outgoing - Sensitive to needs and feelings of others - Organized
- Length of Service Commitment: 1 Year Minimum
- Anticipated Time Commitments: 2 hours per week serving (more during special events) & 1 hour per month training.

Essential Duties & Responsibilities:

- Recruit and coordinate schedule of greeters to assist with welcoming and directing others on a regular basis as well as for special events. Maintain a list of greeters' phone numbers, emails, and addresses.
- Recruit and coordinate schedule of parking lot attendants to assist in welcoming, traffic flow, visitor and handicapped parking, open guests' door, give directions for all church services and major events, and inform greeters of guest information via radio/walkie talkies. Maintain a list of parking lot attendants' phone numbers, emails, and addresses.
- Organize and provide equipment for services and events.
- Delegate responsibility to the helper to check that all necessary equipment is in

- good working order and available to Greeters and Parking Lot Attendants (i.e. umbrellas, parking cones, and radios).
- Oversee budget and expenditures for the team.
 - Appoint other team leaders, with the approval of the Pastor: Teaching (Training Coordinator), Prophecy (Spiritual Life Coordinator), Mercy (Recruiting Coordinator) and Encouragement (Care Coordinator).
 - Keep all confidentiality.
 - Fill in for any position, especially the trainer, if a team member is absent and is unable to find a replacement.
 - Listen for complaints from within the team. Make every effort to maintain unity within the team.
 - Be a leader with whom the group is comfortable and trusts. Be a leader that leads with love and care rather than being a drill sergeant.
 - Give your Teacher/Trainer at least 24 hours notice if you are going to be absent due to illness and make sure they understand your job role and duties.

Skill and Experience:

- Comfortable talking to and greeting guests
- Ability to give directions regarding church facilities
- Ability to lead and direct others
- Excellent organizational skills