

Position Title: First Impressions Coordinator

Supervisor: Minister of Worship Arts

Status: Part Time - 20 hours/week

Compensation: \$17-\$19/hr

Overview: The role of the First Impressions Coordinator is primarily responsible for advancing the vision and mission of Zumbro Lutheran Church (ZLC) by coordinating the 'event' of worship and ensuring that all who attend services have a phenomenal *experience* and are met with a warm welcome and radical hospitality. In addition to having responsibility of the overall experience, this position will give particular attention to the "First Impression" first time visitors have when attending. In short, in collaboration with the Worship Team this position will have eyes on the entire experience of Zumbro Lutheran from "park to drive".

Responsibilities:

1. Recruit, Train, Supervise and Schedule all volunteers involved in the 'event' of worship including but not limited to: Greeters, Ushers, Readers, Communion Servers, Communion Preparation, Space Preparation Team, Food & Beverage Servers (Sunday Coffee, Wednesday Meals, etc).
2. Collaborate in developing, operating and recruiting for a Welcome Kiosk where visitors can be welcomed and get the information they need upon arrival at Zumbro.
3. Act as liaison between the Office and the needs of the worship event (Wednesday & Sunday): Sign-ups, Announcements, Info Kiosk, etc.
4. Assist in the planning and coordinating of New Member recognition and assimilation.
5. Become fluent in Planning Center: Services for volunteer and scheduling management.
6. Operate as leader for other congregational events as they arise.
7. Other duties as assigned.

Schedule (subject to change):

Sundays: 7am-12pm

Wednesdays: 4pm-8pm

Tuesdays: 10am-12noon

Other: Scheduled Meetings, Christmas Eve Services, Easter Services, etc

Qualifications:

1. Ability to work in a team environment and be a team player
2. Superb planning skills
3. Extremely detail oriented
4. Excellent interpersonal skills
5. Strong ability to multitask

To apply: Send resume and cover letter to Rob Zahn, Directing Pastor, Zumbro Lutheran Church,
pastorrob@zumbrolutheran.org