

Church of the Nativity Job Description

Date: September 26, 2018
Title: **Director of Hospitality Ministers**
Department: Nativity Volunteer Ministers
Reports To Title: Nativity Volunteer Ministers Department Head
Hours: Full time (weekend work required)

General Description:

To recruit, train, and lead all Nativity Volunteer Ministers across Hospitality Ministries including Greeters, Hosts, Parking, Café.

Primary Responsibilities:

- Drive vision, mission and values of Nativity through all Nativity Hospitality Ministry environments.
- Collaborate with The Director of Operational Ministers in all areas of the position including recruitment, retention, communication, training, events, and budget.
- Ensure accessibility to every person eligible to serve in all Nativity Hospitality Ministries, through annual Ministry recruiting weekends, efficient ongoing Ministry onboarding processes, and consistent Ministry Orientations and trainings.
- Provide direction to Nativity Hospitality Ministry leaders, ensuring leader development, coaching, and evaluation through cornerstone events.
- Steward communications with Nativity Hospitality ministers through consistent, relevant and clear communication.
- Collaborate with the The Campus and Event Manager to ensure all Nativity Hospitality Ministries are creating irresistible environments.
- Recruit Nativity Hospitality ministers for special events, including conferences and off-campus celebrations.
- Handle Hospitality details related to Nativity Hospitality Ministry management, including tracking of data and statistics regarding Virtus and areas of service.

Qualifications:

Education: Bachelors Degree preferred

Experience: Serve at Nativity or Home Church

Special Skills or Knowledge Areas: Prior volunteer mobilization

Supervisory responsibilities:

- **Positions:** Weekend Staff
- **Ministries:** All weekend volunteers

Competencies:

Builds Relationships

- Develops and leverages effective working relationships with other members of Nativity Staff as well as ministers and church members
- Acts with respect toward others
- Gains acceptance by understanding the viewpoints of others and seeking win win solutions

Communicates Effectively

- Provides clear, consistent and timely communications
- Gives compelling reasons for ideas and recommendations

Strategic Focus

- Continually works to create an irresistible environment at Nativity
- Works to see around the corner to anticipate future trends and consequences
- Translates Nativity vision into clear and effective plans

Delivers Results

- Develops and consistently executes performance objectives
- Can be counted on to achieve goals successfully
- Consistently performs and adds value

Leads Effectively (Only include this Competency for positions that manage other positions or Ministry Leaders)

- Assesses and fills positions with qualified individuals
- Sets clear and measurable goals; coaches staff to do the same
- Monitors progress and results; Provides ongoing performance feedback
- Rewards for accomplishments
- Provides challenging assignments as well as development activities

Church of the Nativity offers a comprehensive benefits plan and competitive salaries.

Submit your resume to:

lskeen@churchnativity.tv
