
Connecting people to a growing relationship with Jesus

Job Description: Connecting Coordinator

Policy Statement: The Connecting Coordinator plays a critical role in helping new attenders and members connect, grow, and serve in the life of Cedarbrook church. Our goal is to see every attender graciously welcomed and offered a seamless process to engage beyond Sunday morning.

This position is part time: up to 12 hours, 0.3 FTE; hourly (includes occasional Sunday hours).

Reports to: Lead Pastor

Cedarbrook Employees are expected to regularly demonstrate:

- ♦ TEAMWORK
 - Develops and maintains positive relationships with others; willingly participates and works collaboratively toward solutions which generally benefit all parties involved; readily shares all relevant information; supports team decisions; acts to promote friendly climate, and good morale.
 - Meets regularly with supervisor and staff.
- ♦ DEVELOPING SELF/OTHERS
 - Actively pursues Cedarbrook core values: Relationships, Excellence, Acceptance, Lifechange, Laughter.
- ♦ INNOVATION
 - Creates original ideas and ways for accomplishing a result or solving a problem; Anticipates and responds to opportunities; Builds on past performance; Encourages risk-taking and new ways of thinking; Recognizes the value of change and speed in response to change
- ♦ CEDARBROOK MISSION
 - Actions and interactions demonstrate and promote Cedarbrook mission

Specific Duties: The Connecting Coordinator must be adept at recruiting and training volunteers to carry out the mission of connecting people to the Cedarbrook community. It's important to understand that the primary role of the Connecting Coordinator is to coordinate volunteer efforts. Following are the key areas to help people connect at Cedarbrook:

1. Recruit, train, and manage the First Impression team whose function is to help attenders engage from the moment they enter our parking lot until they drive away. This team includes parking lot greeters, point people, lobby greeters, ushers, info desk, café staff, communion servers and communion prep team.
2. Maintain and purchase supplies needed for the café and info desk.
3. Decorate the lobby area for Cedarbrook's special occasions including: Easter, Mother's Day, Father's Day, Flannel Fest, and Christmas.

Expectations:

1. Engage with newcomers, attendees, and members throughout the week to welcome them to Cedarbrook and help them fully engage in the Cedarbrook community.
2. Recruit First Impression volunteers by inviting them to connect at Cedarbrook through serving opportunities.
3. Provide group and one-on-one training for First Impression volunteers.
4. Maintain First Impression volunteer schedules in Church Community Builder (CCB). Recruit subs when the scheduled volunteer is unable to serve on their given week. May require recruiting on an occasional Saturday night. It is important that the spots are filled each week.
5. Send a reminder through CCB each week to volunteers who are serving on the team.



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6. Provide team information to the point person each week. Include the list of volunteers serving and any pertinent information needed for that week.
7. Ensure an organized, inviting, and clean area at the info desk and café.
8. Take weekly inventory of the supplies in the café and info desk to make sure the First Impressions volunteers have everything they need.
9. Set up and attend Cedarbrook's Discover classes. Meet attendees and help them connect into the Cedarbrook community.

Requirements/Preferred Qualifications: These are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Willingness to become a member of Cedarbrook Church.
2. High school diploma.
3. Exhibit superior organizational skills.
4. Exhibit relational/team building skills.
5. Ability to contribute as a positive and effective team member.
6. Ability to function independently without direct supervision.
7. Ability to effectively present information in one-on-one and small group situations to visitors, members and employees.
8. Ability to apply common sense understanding to carry out detailed written or oral instructions.
9. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly:

- Sits
- Talks and listens.
- Lifts and/or moves up to 10 pounds

The employee occasionally:

- Stands and walks.
- Reaches with hands and arms.
- Lifts and/or moves up to 25 pounds.

Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position require incumbent to work in an office setting, among other employee's desks, where the noise level in the work environment is moderately quiet with occasional distractions.