



600 Sixth Avenue | Des Moines, Iowa 50309 | 515.243.7691
mail@stjohnsdsm.org | www.stjohnsdsm.org

Hospitality Coordinator (part-time, 10 hrs/week Sept-May, 6.5 hrs/week June-August)

The Hospitality Coordinator is responsible for helping create a welcoming, hospitable, and safe environment during Wednesday evening programming, weekend worship services and occasional special events.

Ideal candidates must have a flexible communication style, be punctual, reliable and a problem solver.

MAJOR RESPONSIBILITIES:

1. Perform opening and closing duties before and after shifts.
2. Greet guests as they arrive, helping them find their way, and answering any questions they may have
3. Assist with event preparation, as requested, including room set-up, preparing coffee, directing arrival of deliveries, etc.
4. Answer main office phone (Wednesday and Sunday shifts only)
5. Monitor interactions among our guests, addressing difficult situations with kindness, empathy and grace
6. Clear sidewalks of snow and/or put down sand on sidewalks when necessary
7. Other duties as assigned

HOURS

- Sunday mornings 8:00 a.m. – 12:15 p.m.
- Saturday evenings 4:00 p.m. – 6:15 p.m.
- Wednesday evenings 4:30 p.m. – 8:00 p.m. (approx. September – May)
- Additional hours on Christmas Eve, Holy Week and special church events, as requested

KNOWLEDGE/SKILLS/ABILITIES

- Highly relatable with others with an ability to quickly build rapport
- Ability to work in a team environment and achieve goals for short and long-term projects
- Walk up and down stairs, carrying loads up to 20 pounds.
- A commitment to actively promote an inclusive and welcoming community and to work for racial equity and justice

QUALIFICATIONS

- High School degree required
- Experience working in a church or non-profit organization is highly desirable

REPORTS TO

Communications Director at St. John's Lutheran Church