



**POSITION DESCRIPTION: First Impressions Coordinator**

**PRIMARY PURPOSE & FUNCTION**

The First Impressions Coordinator owns the “Sunday Morning Experience” for guests and members at our First Colony Campus. They communicate with the volunteer team and oversee the Sunday morning setup of First Impressions areas.

**KEY RESPONSIBILITIES**

- Communicate with First Impressions Team and assist in recruiting volunteers
- Review volunteer schedules and assist in scheduling
- Monitor and support volunteer stations for each team
- Oversee Sunday morning setup for each First Impressions area
- First Impressions Teams:
  - New Here? Start Here.*
  - Info Center*
  - Parking Lot Greeters*
  - Worship Center Greeters*
  - Door Greeters*
  - Coffee Preparation*
- Oversee ordering of coffee supplies

**KNOWLEDGE & COMPETENCY REQUIREMENTS**

- A champion of the church staff culture
- Detail oriented and organized
- Possess the ability to communicate promptly and effectively
- Possess the ability to maintain a composed countenance under pressure
- Flexible and work under pressure
- Reliable and a self-starter
- Team player
- Familiar with social media
- Proficient with the Microsoft Office Suite (Word & Excel)
- Must care about people and be able to build relationships

**POSITION DETAILS**

Payroll Status: Non-exempt  
Classification: Part-time  
Schedule: 8-10 hours per week

**REPORTS TO**

Connections Minister

**TEAM LEADER**

Connections Minister

**STAFF CATEGORY**

Program Staff

**CONSULTS WITH**

Connections Minister

**EDUCATION REQUIREMENTS**

High School Degree (some college or college degree is a plus)

Interested candidates please submit your applicant package including a cover letter, resume and work samples to [work@firstcolonychurch.org](mailto:work@firstcolonychurch.org). Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

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*First Colony Church of Christ job descriptions are not comprehensive. They provide candidates with a general idea of what the job will entail. Actual job descriptions are subject to change based on the needs of the church and staff.*

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