

JOB DESCRIPTION

JOB TITLE: Connections Director
EMPLOYMENT TYPE: Part Time, Permanent
HOURS PER WEEK: 20 hours
REPORTS TO: Pastor of Care & Marriage

JOB OVERVIEW:

The Connections Director is responsible for envisioning and implementing a plan that says “Welcome Home” to everyone that attends one of our Worship Communities. They will lead a team that creates a warm and welcoming atmosphere from the parking lot until the end of each weekend service. Beyond the weekend services it is also the responsibility of the Connections Director to assist people with connecting to a Serving Community. The Connections Director is aware of the different serving opportunities and is the point person in assisting people to find their place and referring them to the appropriate staff person or volunteer director.

TIME REQUIREMENTS:

Must be available for weekend worship services. A flexible weekly schedule will be maintained to accommodate additional administrative tasks.

RESPONSIBILITIES:

WEEKEND SERVICES

- Establish a Connection strategy and process for all Worship Communities that allows people to feel “Welcomed Home”.
- Recruit, lead and train volunteers in all areas of Connections including – Parking, Greeting, Safety, Ushers, Welcome Centre and Coffee Servers.
- Collaborate with Riverwood Kids and Student Ministries to create seamless Worship Community experiences for new families.
- Give on-site leadership to the Connections Team at the Factory and give oversight to those who lead Connections at the Warehouse and Firehall communities.
- Oversee and lead the Food Service Team, ensuring all supplies are ordered and purchased, as well as scheduling volunteers for the Worship Team’s supper and breakfasts on the weekend.
- Engage with attendees (with a priority on new guests) to foster connections.
- Coordinate and provide logistical support to special service events (communion, extra service elements, fellowship times etc.)

VOLUNTEER CONNECTIONS

- Assist people in finding their place to serve at Riverwood, gathering serving needs information from all Ministry Leaders and connecting people to an area of service that best suits their gifting.

- Ensure that all contact requests are completed in a timely fashion.
- Use Planning Center Online (PCO) to track volunteer information.

QUALIFICATIONS:

- A relational, high-energy personality and skill set that loves interacting with people and is able to lead and inspire by example.
- Ability to manage and think logistically while simultaneously interacting with attendees in an encouraging and welcoming manner.
- Adequate computer skills including an aptitude for learning church specific software such as Planning Center Online.
- Valid Food Handlers Certificate or the ability to obtain one within 3 months of starting the position.

OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our statement of faith, mission, vision, values and goals. All Director level staff are required to complete the Riverwood Covenant Community course and be in full alignment with the requirements of Covenant Community. It is also expected that every staff member makes every attempt to be involved in the full life of the church, attending church services, and church functions.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.