

The First Impressions Lead supports the Mission of Emmanuel Christian Center by overseeing all aspects of the First Impressions Team with direct oversight at the Spring Lake Campus primarily for services on Wednesdays and Sundays.

The ideal candidate will have a heart for Emmanuel understanding the vision and mission. In addition, this individual should possess a passion for people along with high-capacity organizational skills. This is a part-time position that reports directly to the Lead Kids Pastor.

ESSENTIAL REQUIREMENTS

- Passion for seeing children grow in their relationship with God.
- Be a positive, high energy person with great relational skills.
- Experience building and leading teams of volunteers.
- Be a flexible and teachable team player.
- Effective communication skills with adults and children.
- Be able to problem solve and think strategically.
- Ability to supervise and perform detailed work, specific to department with minimal supervision within assigned deadlines.
- Must have proficient computer skills.
- Must be able to handle confidential matters/material with excellence.

ESSENTIAL RESPONSIBILITIES

- Oversee First Impressions Wednesday and Sunday at Spring Lake Park campus.
- Recruit, train, develop, and schedule First Impressions team members.
- Manage Kids entrance areas ensuring they are clean and inviting.
- Manage all check in areas on first and second level.
- Greet new guests and connect them with their appropriate classrooms.
- Follow new guest process after Sunday and Wednesday services.
- Manage lost and found.
- Manage First Impressions team keys.
- Assist with child dedications at Spring Lake Park campus.
- Use My Emmanuel to manage Emmanuel Kids team members.
- Build relationships and communicate on a regular basis with teams.
- Be available to support and assist other campuses First Impressions efforts for Kids.
- Attend department meetings as needed.

Candidate must be committed to making Emmanuel Christian Center your church home, the place where you worship and serve.

I have read and I understand the duties and responsibilities of this position.

Signature _____ Date _____