



Coconut Point Campus – Job Description Experience Director

POSITION:

Reporting to the Coconut Point Campus Pastor, the Coconut Point Experience Director will have the primary responsibility of growing, building and leading dynamic teams that implement the systems and strategies to successfully reach people. This position will assist the Campus Pastor and other campus staff members with the details and general operations of the Coconut Point Campus, in addition to creating a 'WOW' experience for every guest who visits the campus.

RESPONSIBILITIES:

Develop a Dynamic Team of Leaders

- Invest in, develop and lead the highest-level leaders on the Experience, Care, Go, Administrative and Set-Up/Tear Down Teams
- Supervise ongoing training efforts for coaches and assistant coaches
- Manage volunteer scheduling

Own the Administration of the Campus

Correspondences Lead

- Manage campus communication via mail, phone calls, emails
- Notify all campus Pastoral staff of member hospitalizations, deaths, births

Database Owner

- Data entry: connection cards, prayer cards, weekly attendance from weekend services, updating member profiles
- Organize and maintain the campus calendar
- Send out 1st, 2nd, 3rd time Welcome letters

Aid in the Management of Campus Operations and Logistics

- Anticipate and place orders for supplies as needed
- Coordinate scheduling for weddings, baptisms and campus specific events as needed
- Care for the look of the campus and organize as needed
- Lead and develop the serve team responsible for the weekly set-up/tear-down needed for Weekend Services, Collide and Special Events

Assist with Weekend Services at the Campus

- Help identify problems, find solutions and handle conflicts within the campus
- Facilitate a weekend readiness in all environments

Create a 'WOW' Experience

Prepare for the Weekends

- Maintain and monitor weekend supplies (bulletins, offering bags, tokens, visitor gifts, usher tools)
- Send a virtual huddle email out on Thursday (announcements & vision) to the leaders for the weekend
- Collaborate with Creative Arts Department to plan for special and/or overflow seating for holidays/guest speakers

Lead on the Weekends

- Oversee auditorium environment and offering procedure alongside the Operations department

SKILLS:

- Strong leadership gifts and ability to recruit high capacity leaders
- Excellent interpersonal communication skills
- High energy, passionate and magnetic personality
- Relational leader with a positive attitude
- Builder of systems and people
- Data entry skills and knowledge of standard office equipment
- Highly creative problem solver
- Exceptional administrative and organization skills

PERFORMANCE MEASURES:

- In addition to the goals set, the Experience Director will be measured based on the Next Level Church Core Values: Fun, Loyalty, Trust, Resourcefulness, Teachability, Excellence, and Sacrifice.

TIME COMMITMENT:

- Full-Time Staff
 - Office Days: Monday – Thursday from 9am-5pm
 - Weekend Services
 - Must attend weekly All-Staff Meetings and monthly Staff Chapels

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.