



## Guest Services Assistant

West Ridge Church, located in NW Atlanta, was founded in 1997 by Senior Pastor Brian Bloye. West Ridge has grown from just a handful of people meeting in an elementary school to over 5,000 people attending weekend services. Known as a non-traditional church, the mission of WRC has always been to lead people on a life-changing journey to become fully devoted followers of Jesus Christ.

### ROLE SUMMARY

The Guest Services Assistant is responsible for providing the administrative, communications, and operations support necessary to help guests and church family feel welcomed and to help them get connected. Guest Services at West Ridge Church includes the following teams: Parking team, Greeter team, Help Center team, Host team, Safety team, ASL team and the Team West Ridge Serving culture.

### KEY RESPONSIBILITIES

Assisting Guest Services Director:

- Assist with the coordination of Sunday serving teams including being present on Sunday and ready to step in where needed.
- Coordinating and updating all printed materials for guest services orientations, trainings and other events.
- Coordinating and keeping inventory of guest services supplies: (offering envelopes, umbrella bags, bibles, ear plugs, nametag holders, party invitations, birthday cards, etc.)
- Maintain relationships and correspondence with vendors (printed pieces for help center and things of that nature)
- Coordinating the event planning and implementation of Guest Services Team Member Events (registration forms, child-care, folders, curricula, set up, food, etc.).
- Assist with quarterly Guest Services Coach dinners/meeting, including ordering meals, set up and clean up.
- Coordinating the follow-up process of all potential team members for guest services including the coordination of the orientations for all new potential team members for guest services
- Assisting with the planning and implementation of other guest services activities and special events (orientation, training, funerals, etc.)
- Continuing to bring a great serving culture and experience in all we do.

### QUALIFICATIONS & REQUIRED SKILLS

- Proficiency in Microsoft Word, Excel, and Outlook
- Ability to produce great work results through relentless organization, uncompromising integrity, effective communication and proactive problem solving.
- Ability to serve a team helping to bring vision and values to life through administration and organization.
- Experience working in a team oriented and collaborative environment.
- Desire to serve, support, and care for others.
- Staff member is responsible to enlist, equip, empower, and encourage team members to assist in doing the work of the ministry.

## West Ridge Church | Guest Services Assistant

**Schedule:** TBD, will include Sunday morning hours. Schedule may need to be adjusted for special events.

**Average Hours/Week:** 20-25

**Status:** Part Time

**Location:** West Ridge Church - Dallas, GA

**Reports To:** Guest Services Director

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. West Ridge Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.*