



Position Title:	Guest Experience Director	Supervisor:	Senior Pastor
Department/Group:	419	Hourly / Salary:	Hourly / Salary
Hours/week:	20 hours	Typical Schedule:	Sunday-Thursday (hrs TBD)

Primary Purpose of Position	Every Sunday is somebody's first Sunday. Ensure the experience from the streets to the seats is excellent by building and equipping teams of volunteers to steward every moment of a new person's visit.
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Essential Functions:

- Provide leadership for Guest Experience teams including, ushers, greeters, parking lot team, coffee shop and info desk & safety team.
- Build Teams of people to oversee and execute each area of the Guest Experience.
- Build and maintain a follow-up system for first time guests and salvations
- Oversee Sunday baptisms & follow up
- Coordinate opening and lock up of the campus on Sundays

Job Requirements:

- Your first and primary responsibility is to cultivate your own spiritual formation.
- A confessing Christian who holds to the ICFG statement of faith; supports the mission, vision, and values of the East Hill Church Family.
- Demonstrates a commitment to an ethical lifestyle appropriate for ministry per the EHCF employee handbook.
- An active member of EHCF or become a member within 1 year of hire.
- Effective Management & leadership skills, displaying emotional health.
- Proven Team Builder
- Self-motivated to study and improve knowledge and skills in areas of responsibility as needed.
- Flexibility and adaptability to respond to the evolving needs of the EH ministry and the church community.
- Proficiency in basic computer applications and willingness to learn new software or systems as needed.

PREFERRED SKILLS, QUALIFICATIONS AND EDUCATION:

- High School Diploma or equivalent.

PHYSICAL DEMANDS:

- Walking and/or sitting for up to eight hours daily, lifting up to 25 pounds, able to carry objects up and down stairs, office equipment operations.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.*

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Andrew Hayworth	Date:	3/9/26