



SOUTH AFRICA

Position: Connections & Next Steps Coordinator
Manager: Lead Pastor
Hours: Full Time

Summary:

The Connections & Next Steps Coordinator is responsible for overseeing the volunteer and guest experience at The Life Church South Africa. The volunteer experience includes recruitment, training, scheduling, and leadership. The guest experience includes oversight of weekend host teams and First Time Guest connection process to the Next Steps processes such as Fresh Starts, Water Baptism, Life Groups, Discovery, Life Leadership and Outreach. An ideal candidate for this position is someone with leadership experience, enjoys connecting with others, is strong administratively and can follow through with details and process implementation. This position includes weekend services, regular office hours and occasional evening availability for volunteer connection and special events.

Responsibilities include but are not limited to*:

- Volunteer recruitment and scheduling for host teams, outreach, special events, etc.
- Oversee data entry process including first time guest information, volunteer count sheets and Discovery
- Responsible for leadership and development of serve teams
- Oversee First Serve process including team leaders and connectors
- Maintain current team training materials and processes
- Maintain current location database info within the church database
- Develop leaders and build the Life Group culture
- Responsible for the effectiveness and measurable outcomes of the location's Life Groups
- Create strategies for local and community based outreaches for volunteers
- Coordinate and oversee the Discovery process
- Responsible for coordinating and developing leaders from the location within Life Leadership
- Oversee the Next Steps service team through volunteer leaders for weekend services
- Assist the Location Pastor in providing and coordinating pastoral care
- Assist Location Pastor with other projects as needed

Team Member Attributes:

- A love for the church and desire to be part of a life-giving church environment
- Commitment to modeling the following qualities: Integrity, Positive Attitude, Work Ethic, Excellence, Team Player, Achievement, Development, Humility, Commitment and Intuition
- Detail-oriented, has basic administrative skills and is strong organizationally
- Excellent oral, written and interpersonal communication skills and able to communicate effectively and promptly to colleagues and managers
- Team builder
- Experienced in coaching, managing, and developing leaders
- Has a genuine love for people and passion to help people grow personally and spiritually
- Ability to maintain confidentiality with organizational and personal information

**This description is not all-inclusive, and other duties may be assigned as necessary.*