

**Job Title: First Impressions Coordinator**

Milestone Church  
Keller, Texas

Employment Type: Full-time  
40 hours per week

**Synopsis of Role**

To administratively support the First Impressions volunteer team and First Impressions Pastor.  
To help create a healthy and positive volunteer culture at Milestone Church.  
To create a culture of customer service on the First Impressions team.

**Principal Responsibilities**

Manage the on-boarding process of new volunteers from Serve Team 201 to finding a place to serve in First Impressions. This includes the use of online platforms like Planning Center Online and Fellowship One.

**PLANNING CENTER**

Send a reminder email notification requesting that people accept or decline their assignment  
Adding or removing people from Planning Center.  
Schedule all volunteers in First Impressions on a weekly/monthly basis.

**OTHER RESPONSIBILITIES**

Support each of the First Impressions teams (Parking, Greeters, Hospitality, Ushers, Security, Child Check-in) through maintaining F1 assignments and Planning Center scheduling.  
Manage First Impressions budget, which includes ordering supplies and monitoring inventory.  
Follow-up and follow through with people interested in joining First Impressions teams.

**VENDOR SUPPLY (RE) ORDERING, RESTOCKING FOR THE FOLLOWING:**

Coffee  
Coffee Supplies  
Hospitality Supplies (Kleenex, mints, hand sanitizer)  
Envelopes, Giving & Reach  
Pens  
Scentsy candle wax  
Concur

**WEEKEND SERVICES**

Saturdays, 2:45p - 7:45p  
Sundays, 8:30a - 1:45p  
Help onboard and connect new volunteers to team leads  
Correct issues in F1 so volunteers can print tags  
Answer questions of volunteers and team leads regarding changes to their teams; make adjustments in F1 & Planning Center  
Ensure auditorium is ready for usher teams to arrive and set-up  
Ensure Info Center is ready for greeter teams to arrive and set-up  
Work with Creative Team to ensure all printed materials are ready, in the right hands

### **Competencies Critical to this Position**

Pass a comprehensive background check.

Possess solid biblical convictions aligned with Milestone leadership.

Willingness to grow and adapt to changes in a growing local church.

Strong interpersonal skills.

Reliable and dependable.

Ability to handle changes, delays and unexpected events.

Ability to communicate effectively via email, in person, and one-on-one.

Knowledge of principles and practices of accounting, auditing principles, financial reporting, accounting regulations and internal controls.

Proficiency in computer skills, including Word and Excel

Excellent time management skills.

*This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties.*

*If you are interested in this opportunity, please send your resume and cover letter to [recruiting@milestonechurch.com](mailto:recruiting@milestonechurch.com), Attn: Pastor Eddie Guerra.*

*Milestone Church offers comprehensive benefit packages, which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.*

*We would like to thank all applicants, however, only those who qualify for an interview will be contacted.*