



FOUNTAIN SPRINGS CHURCH

JOB DESCRIPTION

Position: West Location Coordinator

Reports to: Chris Swarthout | West Location Pastor

The Win:

To ensure smooth, excellent, and people-focused ministry operations at the West Campus by leading first impressions teams, supporting ministry systems, and helping people take meaningful next steps in their walk with Jesus.

Key Result Areas:

• Lead First Impressions Ministries

Lead all First Impressions ministries and volunteers (Parking, Ushers, Greeters, Coffee Shop, Next Steps, etc.) to ensure an excellent, welcoming, and cohesive experience at all West services.

• Execute Excellent Sunday Experiences

Ensure all Sunday service elements, volunteer teams, schedules, and ministry systems are prepared, communicated, and supported each week.

• Drive Guest Follow-Up and Next Steps

Provide timely, intentional guest follow-up that helps people move toward engagement through groups, serving, giving, and baptisms.

• Build and Sustain a Healthy Volunteer Culture

Develop volunteers through clear communication, onboarding, scheduling, encouragement, and relational care.

Responsibilities:

- Prepare service elements, volunteer teams, supplies, and materials for weekly services
- Manage Planning Center scheduling, confirmations, and weekly volunteer communication
- Track attendance and submit weekly weekend reports
- Contact first-time guests through text, phone calls, or email
- Assist with Next Steps Experiences, baptisms, special services, and campus events
- Help onboard, schedule, encourage, and care for volunteers
- Maintain, organize, and order campus supplies
- Be a visible, welcoming, and approachable presence on Sundays
- Participate in development meetings, receive feedback, and grow in gifting
- Help lead or support a group or ministry area as assigned

Qualifications:

- Alignment with the beliefs, mission, vision, and values of Fountain Springs Church
- Prior experience in church ministry, volunteer leadership, or ministry administration

- Familiarity with Planning Center or similar church management systems (preferred)
- Demonstrated ability to work within ministry systems and team environments

Ideal Candidate Qualities:

- Highly organized and administratively strong, especially in scheduling and weekend prep
- Relational and able to build trust quickly with volunteers and guests
- Detail-oriented while able to manage multiple priorities at once
- Self-motivated, dependable, and adaptable in a fast-paced ministry environment
- Comfortable leading volunteers and communicating expectations clearly
- Spiritually growing, teachable, and team-oriented

Work Schedule:

This is a full-time, salaried position. A typical work week is Sunday through Thursday, with some evenings, Fridays, and Saturdays as needed based on ministry demands.

Physical Demands:

Must be able to stand and sit for extended periods of time and work in a loud, fast-paced ministry environment.