

CONNECTIONS DIRECTOR

GENERAL DESCRIPTION

The Connections Director will manage, champion, and oversee the teams, vision, goals, and processes of Next Steps at Rock Point. The Next Steps teams of Rock Point assist our attendees in finding their next best step towards becoming a fully engaged follower of Christ.

This position has supervisory responsibility of the Next Steps Administrative Assistant, Next Steps Manager, Volunteer Connector, New Here! Start Here Coordinator.

Classification: Exempt; Salary // **Status:** Full Time (40 hours) // **Team:** Next Steps | Connections // **Supervisor:** Tammy Gray, Lead Director

WORK SCHEDULE

- Tuesday – Friday: 8:30am – 4:30pm, flexible dependent on scheduled events for the week
- Weekends, as needed, for Next Steps events
- Events as assigned

ESSENTIAL DUTIES & RESPONSIBILITIES

- Collaborate with lead director and Next Steps teams to develop, champion, implement and manage the annual plan, goals, strategies, and annual budget for the Next Steps Ministries of Rock Point.
- Provide oversight to Next Steps Director, New Here? Start Here Coordinator, and Volunteer Connector with envisioning, planning, organizing, and executing all Next Steps at Rock Point, including but not limited to: We Are Rock Point, Newcomers' Dinner, Baptisms, Membership Dessert, Sneak Peek Volunteer Tour, Church-wide volunteer management, New Here? Start Here!, and Connect Here.
- Provide oversight to ministry managers and leaders in recruiting, training, developing, discipling, and recognizing team volunteers.
- Champion Next Steps ministries staff to feel empowered, supported, positive, and resourced to thrive in an ever-changing environment to do what is necessary to meet the needs of the church.
- Ensure the Next Steps teams align with the overall mission and vision of the church.
- Have a consistent presence in each of the ministries that are being overseen.

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibility of the Next Steps Administrative Assistant, Next Steps Manager, Volunteer Connector, New Here! Start Here Coordinator.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Ethics** - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Attendance & Punctuality** - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- High school diploma or GED.
- Proficient in Microsoft Office applications.
- Comfortable with public speaking and exhibit excellent oral and written skills.
- Experience growing a team of people and inspiring them to action to achieve a common goal.
- Strong attention to details.
- Exemplify a passion to help people grow personally and spiritually
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Experience with Church Community Builder database
- Experience managing a volunteer team.
- Experience working in a church environment.
- Event management.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some moderate lifting (up to 45 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church (exceptions allowed on a case by case basis with Lead Team approval);
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.