



**JOURNEY**  
EST. OF FAITH 1911

## **JOB DESCRIPTION**

### ***Director Next Steps and Guest Services @ Torrance Campus***

Reports to: Torrance Campus Pastor  
Job Type: Full-Time  
Membership: Member or regular attender upon hire

## **POSITION SUMMARY**

Journey of Faith is looking for a passionate and energetic leader to direct the volunteer and guest experiences, setup and teardown teams, and all next step opportunities at the Torrance campus.

This is a full-time position to lead the lead the Setup/Teardown, Guest Services, and Next Step initiatives at the Torrance Campus. This role will work in partnership with the Community Life department of Journey to develop systems and then activate them at the campus level. The person in this position will need to be an energetic team player with the ability to develop volunteers and manage all aspects of the “street to seat” experience during Sunday services.

## **DUTIES AND RESPONSIBILITIES**

### **Ministry**

- Oversee guest and volunteer experience at the Torrance campus every Sunday. Lead Hospitality Ministry captains, coaches, and volunteers.
- Care for, develop, empower, and appreciate captains and coaches throughout the week.
- Identify, recruit, and equip volunteers and leaders for guest services, next steps, and setup/teardown.
- Refine the Setup/Teardown process and assess equipment and storage needs.
- Collaborate with the Director of Next Steps at the Manhattan Beach campus and the Community Life department to ensure consistency and excellence between campuses.
- Oversee all aspects of the First Steps and Starting Point at the Torrance campus.
- Occasionally host during Sunday services and run all-volunteer Huddles.
- Partner with Community Life staff for all-church events.
- Integrate and collaborate with the Torrance campus staff team, which includes Campus Pastor, Children’s Director, Student Ministries Director, Tech Director, and Worship Pastor.

### **Administrative**

- Communicate during the week with coaches and volunteers for scheduling and development.
- Coordinate interest in next steps (baptism, membership, volunteering, etc.).
- Support campus team in planning volunteer and all-campus events.



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## **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)**

- Be a committed follower of Jesus with a lifestyle that demonstrates Christ-centered living (*1 Peter 1:15-16, 1 Timothy 3:1-7, Philippians 4:8*), honesty, confidence, teachability, humility (*Philippians 1:5-7*), patience and commitment in working with others (*James 1-4*).
- Agree to uphold our staff values (*Matthew 22:37, Matthew 5:8, Matthew 28:16-20, Luke 10:41-42, Romans 12:10, 2 Timothy 1:7*), and the mission, vision, core values, and faith statements of Journey of Faith.
- Have a high level of self-awareness and commitment to continual growth.
- Possess strong verbal and written communication and administrative skills, with the ability and tact to manage complicated subject matters and a diverse congregation.
- Have a track record of building teams and being a leader of leaders.
- Organize and prioritize effectively.
- Work well both independently and on a team, in collaboration with all levels of staff.
- Show ability to adapt and work efficiently in a rapidly changing and dynamic environment.
- Journey of Faith expects its employees to be members or regular attendees of the Church and to comply with its religious beliefs

## **ABOUT JOURNEY OF FAITH**

Journey of Faith is a thriving church in the South Bay of California, near Los Angeles. Started as a “missions post” over 100 years ago, Journey continues to be passionate about helping people find and follow Jesus. With an attendance of around 2500 at the original campus in Manhattan Beach, Journey launched their first multi-site campus about 20 minutes away in Torrance, California, in February of 2017. The Torrance campus serves between 400-500 people each weekend and meets at the historic Torrance High School. Journey is committed to helping the people of the South Bay REACH OUTWARD, GROW DEEPER, and MAKE A DIFFERENCE, and is primed for continued growth, both in attendance and the number of campuses, over the next 3-5 years.

Journey of Faith's mission statement: *To bring glory to God by loving God, loving people and making disciples.*

## **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum.