



## **Director of Operations**

### **Redemption Church San Francisco**

**Reports To:** Lead Pastor

**Works Closely With:** Hospitality Coordinator and other Redemption Staff

Redemption Church SF is a growing, young church in the heart of the city. Our desire is to see God build a Jesus-Centered, Disciple-Making, Intergenerational, and Multi-Ethnic/Multi-Cultural church in the city of San Francisco. We are a church that longs to multiply ourselves and grow more followers of Jesus in the city and beyond. Our dream is to see city dwellers from all walks of life center their lives around Jesus.

**Job Summary:** The Director of Operations is responsible for overseeing the execution of ministry at Redemption Church. Many times the Director of Operations will be the first to arrive and the last to leave. The Director of Operations will manage the details of Sunday morning, special services, and any lease/owned properties of Redemption Church. This person is the primary manager of Redemption volunteers. The Director of Operations works closely with the Lead Pastor to execute given projects and tasks. This role requires significant attention to detail. *The Director of Operations must reflect Christ in word and deed, consistently pursuing holiness.*

#### **Essential Duties & Responsibilities:**

- Oversee, recruit, assist, and train all Sunday morning volunteers
- Primary overseer of Sunday morning & special events details
- Create and oversee plan for the entrance and exit of weekly attendees
- Primary creator and manager of planning center service plans
- Manage all church property needs including cleaning companies, repairs, etc
- Manage, replace, and oversee church equipment as needed
- Primary engineer of service teams
- Oversee the production of any Sunday service-related and corporate documents as needed
- Support church and ministry leaders in accomplishment of organizational and operational goals
- Consistent bulk shopping to supply church needs
- Host all guest speakers and guest worship leaders as needed
- Develop plan for new visitor follow-up
- Overseeing projects and accomplishing tasks as determined by Lead Pastor

#### **Preferred Experience & Skills:**

- Managing volunteers
- Large group event planning
- Extreme attention to detail
- Working well with a team
- Dependable, Self-motivated, and comfortable taking initiative
- Multi-tasking
- Strong strategic thinker

**Classification:** Full-Time