

## OPERATIONS DIRECTOR ROLE DESCRIPTION

The Operations Director positions the Highpoint (high school ministry) team for maximum impact by recruiting, equipping, training, shepherding, and leading the Administrative, Welcoming, and Security Teams; by using his/her operational, logistical, and communication skills to support effective ministry; by leading teams to plan, coordinate and execute special events, camps, and retreats; by creating, monitoring and executing high-impact ministry strategies, and by ensuring that all Highpoint volunteers are properly screened and approved prior to serving.

## RESPONSIBILITIES

### **Provide Inspiring, Effective Operational Leadership for the Highpoint Team**

- Manage ministry strategies (i.e. – strategic plan, BCW, etc.) for high impact
- Ensure goals are executed in a timely, thorough manner

### **Recruit, Envision, Equip, Direct and Spiritually Lead Volunteer Teams**

- Coordinate, supervise, and execute a strategic plan to identify and recruit volunteers
- Provide biblical direction, spiritual guidance, care, support, prayer and coaching for your teams

### **Leverage Administrative Volunteer Team to Plan, Coordinate, and Execute Special Events**

(Includes Camps, Retreats, Monthly/Special Events, Mission Trips, Baptism and Volunteer Trainings)

- Meet with the ministry team to understand the goal and requirements of the event
- Oversee all logistical coordination, preparation, and execution for special events, camps, retreats, missions, and trainings

### **Partner with Welcoming Volunteer Team to Create Great Guest Experience and Effectively Integrate New Students**

- Partner with volunteer team to design, set, and execute a highly engaging lobby experience
- Create efficient, effective, engaging process to identify and integrate new students
- Ensure volunteers know and uphold safety and security standards

### **Partner with the Security Team to Maintain a Safe Environment**

- Ensure all security precautions within the Child Protection Plan Policies & Procedures are upheld
- Ensure all rooms have appropriate leader: kid ratio and that there are no private 1:1's

### **Complete Administrative Responsibilities**

- Manage annual operating budget at or under allocation
- Maintain all administrative documentation (database info, follow-up reports, etc.)

### **Ensure a High-Energy and High-Impact Program for Spiritual Growth**

### **Ensure All Highpoint Volunteers Are Approved, Trained, and Onboarded Prior to Serving**

### **Ensure Accurate, Timely Response to Communication Requests (Phone or Email)**

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

### **Demonstrate a Commitment to Growth**

- Receive and apply training and development from the Next Gen Director
- Attend department and all-staff meetings

### **Model a Growing and Vibrant Relationship with Christ**

- Pursue full devotion to Christ and live the life we are inviting others to live
- Embody other-centered, servant leadership in all interactions
- Reflect Christ's heart for reaching spiritually lost people

### **Demonstrate Commitment to Cherry Hills Community Church**

- Pursue church membership and live out the four commitments of active members
- Be an active, engaged participant at weekend services

**POSITION TYPE:** Full-Time