

# Christmas Event Coordinator

## Role Description

**Event Summary:** Christmas with 3Crosses is our largest community outreach event of the year! Our goal is to create an (affordable) memorable, family-friendly experience that introduces our neighbors to Jesus and the ministry here at 3Crosses. Throughout the month of December, we will host a Christmas Market complete with ice skating, food trucks, live music, a Christmas tree lot, family photo opps, and more! This month of ministry culminates on Christmas Eve as we celebrate together with a special Christmas Eve service where the Gospel will be shared.

**Position Summary:** The Christmas Event Coordinator is responsible for the pre-event preparation and day-to-day operations/management of the event and seasonal staff.

**Uplink:** Director of Ministry Development

**Classification:** Temporary/Seasonal; Non-Exempt

**Works Closely with:** Facility Operations Team, Ministry Leaders, Volunteers and Vendors

### Key Areas of Responsibility:

#### Pre-event preparation (October - November)

- Assist in creating processes for day-to-day operations of the event.
- Coordinate all event set-up and tear-down with outside vendors and our internal team.
- Assist in hiring seasonal event staff.
- Plan and execute staff training.
- Coordinate the Tuesday-Thursday ministry events schedule.
- Coordinate food and support vendors for Friday-Sunday community outreach events.

#### Day-to-day Event Management (December)

- Ensure that the event is run efficiently and at a high level of quality each day it is open.
- Liaise with vendors, 3Crosses Ministries and Operations Team to ensure that each day is successfully executed.
- Prepare and/or confirm, publish and print staff schedules.
- Adjust staff schedules and shifts in case of absences.
- Manage communication with Christmas volunteers.
- Coordinate the volunteer support schedule.
- Open and close ice-rink point-of-sale.
- Other relevant duties as assigned by uplink.

### Qualifications and Experience Requirements

- Strong and growing walk Jesus Christ
- Experience doing programmed events
- Management experience required
- Experience working autonomously with little to no supervision
- Strong interpersonal skills with a proven ability to build relationships
- Reliable with overall attendance and availability
- Meets physical requirements to effectively and safely perform job duties. Job duties will include standing for long periods of time and occasionally lifting/carrying loads of up to 40 lbs.

**Schedule:** This is a temporary, seasonal position where the required hours gradually increase to 30-40 hours per week as we approach the Christmas season and the events commence.

- October: 10 hours per week
- November: 15-20 hours per week
- December: 30-40 hours per week

**Compensation:** \$30.00 to \$35.00 per hour

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Employee Name (printed)

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Date

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Employee Signature