

## **Love Leander**

### **Project Host Coordinator**

**Purpose:** Ensure the people serving at their assigned service project are offered an experience that helps them feel safe, well utilized, and appreciated.

**Commitment:** 1 hour a week that includes 3 team meetings. Available for event.

**Reports to:** Projects Experience Coordinator

**Prerequisites:**

- Committed follower of Jesus
- Engaged leader in a Leander local church
- Committed to vision of Love Leander
- Committed to church partnership
- Experience with hospitality
- Relational intelligence
- Handles stress well

**Responsibilities:**

- Partner with Project Coach to welcome, engage, and communicate with participants.
- Ensure an arrival plan for those serving
- Manage participant check-in at project location
- Ensure the site is safely managed
- Ensure people are given appropriate jobs for their ability level
- Express warmth and appreciation for those serving
- Communicate any issues to Project Experience Coordinator
- Stay at project site until everything is cleaned up and every participant has left.
- Participate in team meetings
- Communicate with Projects Experience Coordinator as needed outside meetings