

FOUNTAIN SPRINGS CHURCH

JOB DESCRIPTION



Position: Online Director

The Win:

To serve the mission of Fountain Springs Church by leading the online teams and volunteers and executing an effective strategy to help the online community grow in their relationship with God and one another.

Reports to: Multisite Pastor

Key Responsibilities:

- Execute and develop online services and online groups
- Connect with online coaches and leaders weekly
- Work with coaches and leaders to navigate issues with volunteers or group members
- Train coaches and leaders on how to lead the Online Team huddle
- Train leaders on how to lead online groups
- Provide clarity and vision for the online host team and online groups
- Ensure quality control for services by monitoring teams
- Serve as quality control for groups by watching attendance reports and performing check ins with group leaders
- Be cheerleader for online
- Help lead any connection/trainings events
- Help recruit volunteers, team leads, group leaders, and coaches
- Create a depth chart of the whole team to know your strength and weaknesses
- Provide counseling and pastoral care for the congregation
- Share shepherding moments within services
- Follow up with new givers
- Assist in editing video

Qualifications:

- Aligned with the beliefs, mission, vision, and values of Fountain Springs Church
- Proven experience serving and leading in digital environments
- Collaborates and works well with team members, leaders, departments, and volunteers
- Organized and able to meet deadlines and manage multiple projects and personalities
- Attention to detail with an eye for quality and a drive for excellence
- Sound interpersonal skills, teachable spirit, and passion for building community
- Demonstrates spiritual, relational, and emotional health and maturity
- Team-oriented approach and leads from a position of servanthood and humility
- Proficiency in editing video preferred
- Able to speak to an audience in person and via video
- Must be able to maintain confidentiality

Work Schedule:

Part-time (Weekly services plus some office hours)

Physical Demands:

Must be able to sit at computer for extended periods and speak occasionally