

Operations & Volunteer Coordinator

15 Hours Per Week

About Citrus Church: We are a new church based in Winter Garden and Windermere, FL that offers its staff a chance to build a church family, in the third fastest growing community nationwide. Citrus Church offers a *refreshing* invitation to Jesus and desires to deeply invest in and serve the local area. We are supported and have accountability through the United Methodist Church. We believe God is calling us to bring refreshment to our neighbors and to make a long-term impact in this community. Horizon West is nestled among the lakes of Windermere, with the charm of Winter Garden, and the magic of nearby Walt Disney World. Thousands of families are moving to the area, with new commercial offerings springing up constantly. The area provides residents the unique ability to work, live, and play in the same area.

The Position: We're looking for an Operations & Volunteer Coordinator with a passion for helping people connect at Citrus. This person will also oversee the operations of the church. The position is part-time, hourly, and involves clocking in and out.

Job Responsibilities*

- Next Step & Discipleship Coordination
 - Process Orange Connect Cards and other next steps
 - Connect with new people to invite into church life
 - Plan and coordinate Next Steps Lunch
 - Plan and coordinate membership class (A Disciple's Path)
 - Serve as resource to small group and study leaders

- Financial and Operational
 - Process weekly attendance and giving, including making bank deposit
 - Update Citrus budget document with transactions on a monthly basis
 - Fulfill ongoing database management and data reporting
 - Take Church Council meeting notes
 - Update monthly statistic reporting
 - Set up weekly text reminders for live stream and small groups
 - Preparing Bible Reading Guide monthly

- Volunteer Coordination
 - Assist volunteer leaders in gathering and scheduling volunteers

- Other
 - Support & help create both virtual & face-to-face events throughout the year
Assist in planning events, purchasing supplies, and distributing supplies as needed
 - Navigate social media, specifically Facebook as a way to keep in touch with the Citrus Church families, post about upcoming events (virtual and in person when safe), share pictures, etc.

- Work during specific office hours three days during the week and a weekly staff meeting are required

Tentative Weekly Schedule

- Monday: 9:30am-1:30pm (4 Hours in office)
- Tuesday: 9:30am-1:30pm (4 Hours in office)
- Thursday: 9:30am-11:30am (2 hours in office)
- Additional hours per week to be determined.

To Apply: Submit your cover letter, statement of faith and resume to hello@citruschurch.org. Submissions without these three requests will not be accepted.
**Selected candidate must pass a local & federal background check prior to being hired.

***Note:** The majority of Citrus Church's operations and services are currently taking place virtually, with limited physically distanced small groups and community service opportunities. Remote work is an option based on current circumstances, and will shift to in-person when safe.



www.CitrusChurch.org | [@CitrusChurch](https://www.instagram.com/CitrusChurch)
14393 Bridgewater Crossings Blvd, Suite 130, Windermere, FL 34786