JOB DESCRIPTION

Job Title: Director, Lebanon Next Steps
Position reports to: Senior Director, Next Steps
Department: Next Steps
Level: Full Time / Part Time
Date Prepared: 12/2025

I. Purpose of the Job:

As Director of Next Steps Lebanon, your mission is to guide individuals to a deep connection with God, our church family in Lebanon, and their life purpose. Your role involves skillfully nurturing guests into committed members, members into enthusiastic crew volunteers, and crew volunteers into influential leaders, all while orchestrating a systematic, welcoming approach that fosters growth, community, and individual development through Guest Impressions, Assimilations, Citygate U, and Crew Care. This position demands adept leadership, analytical expertise, administrative skills, and the ability to rally diverse individuals to seamlessly journey through our assimilation process, with the ultimate goal of becoming active contributors in the church's mission.

II. Leadership Responsibilities

- **Weekly Responsibilities (before Sunday)**
    - Oversee and evaluate Guest Impressions, Citygate U, Assimilations and Crew Care Events
    - Retrieve and enter data from Next Step Assimilation (New Here, Salvations, baptism, Citygate U, Crew teams)
    - Budget stewardship for Next Steps department
    - Oversee and grow team members under your care
    - Identify the need for and develop new ministries to raise up and train leaders in the body
    - Provide vision to department leaders to ensure systems are efficient and effective
    - Ensuring all Next Steps resources are compliant with the word of God and the vision of Citygate Church
    - Ensure all internal and external communication represents the vision of Citygate.
    - Maintain strong communication and relationship with Senior Director, Next Steps to ensure the vision is implemented in all aspects of the Next Steps department
    - Support and guide department leaders in the overall development, implementation, and management of their departments and Crew.
    - Directly supervise coordinators and together work with other program staff to build their skills and confidence so that they can mentor, encourage, and motivate crew and families.
    - Assist and guide coordinators on how to troubleshoot program and staff performance challenges. Train and mentor directors on how to proactively engage in planning to improve program management.
    - Deploy staff resources efficiently and effectively toward organizational goals; working with staff to balance workload and effort and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.
    - Create and support a high performing culture across programs adhering to Citygate Church core values.
    - Forward thinking calendar management
- **Sunday Responsibilities**
    - Engage and Care for Crew Members
    - Observe and adjust systems based off the desired paths of the body
    - Confirm Next Steps staff leaders are ensuring the success of the Sunday experience
    - Connecting with Crew Leaders, Crew members and Citygate families (current and new)

- Report out experience and event metrics routinely
- Observe departments routinely
- Available to support departments before, during services, & after for any needs that arise
- Serve as a Culture Carrier

- **Monthly Responsibilities** .
  - Create a monthly serve and meeting schedule for the department.
  - Monthly training with your departments to train, cast vision, and build community
  - Stay 4 months ahead on up and coming church and community events
  - Nominate and celebrate Crew Leaders and members monthly
- **Special Events Responsibilities**
  - Anticipate ways to engage guests at special events to take their next steps
  - Be present and available to lead and or serve with any Citygate event

III. Supervisory Responsibilities:

- Staff and volunteer leaders for Guest Impressions, Citygate U, Baptism and Crew Care

IV. Experience and Knowledge Required:

- Valid Driver's license
- High School diploma or equivalent
- 3+ years of leadership experience
- Excellent verbal and written communication skills as well as time management
- Superior interpersonal skills working with a variety of people
- Must be able to lift 10 lbs
- The ability to think and act independently with a high degree of professionalism, discretion, and confidentiality
- Self- Motivated with the ability to work without supervision and able to set & achieve goal
- Must possess basic computer skills
- High proficiency in Microsoft Office, Google Drive, Planning Center, Monday.com and Rock RMS preferred.
- Ability to maintain good attitude in difficult situations
- Ability to follow detailed instructions, complete tasks and the ability to supervise multiple projects effectively
- Experience with problem solving
- Exceptional organizational skills with a particular emphasis on follow through and attention to detail
- Ability to create, analyze and maintain project budgets
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Ability to articulate and implement the vision of Citygate Church.
- Demonstrated understanding and commitment to working in culturally diverse settings

V. Core Values in Daily Life:

- Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.
- More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
- Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
- Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.

Employee Signature: _____ Date: _____

Printed Name: _____