



**ROCK**  
CHURCH & TRAINING CENTER

**JOB DESCRIPTION**

Position: **Parking and Community Relations Director**

Reports to: **Chief Operations Officer**

Position Status: **Full-Time, Exempt**

Department : **Operations**

Effective: **February 2010**

Replaces: **All Previous**

Position Number: **RC-06-10**

Posting Date: **February 1, 2010**

1<sup>st</sup> Closing Date: **February 8, 2010**

**Position Summary:**

The Parking and Community Relations Director will be responsible for the management of parking for Rock weekend services and other events, while maintaining positive relationships with residents and businesses. Incumbent will also be responsible for the management of volunteer teams for weekend services and other Rock events as required.

**Job Responsibilities and Duties:**

1. Be the primary spokesperson/contact for the Rock regarding parking and traffic at Liberty Station.
2. Make sure the Rock Church is aware and adhering to all Liberty Station traffic and parking restrictions.
3. Establish positive working relationships with neighbors, businesses, merchants and residents of Liberty Station and Point Loma.
4. Organize, recruit and train a team of volunteers to work Rock events requiring traffic and parking controls.
5. Attend all Liberty Station Community Association, P3 and Point Loma Planning Group meetings to represent the Rock in parking, traffic and such other issues that may arise.
6. Develop an ongoing program of training Rock congregants on proper parking and traffic within Liberty Station.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Chief Operations Officer.

**Job Skills and Requirements:**

1. Pleasant personality (i.e., speaking to people on the phone, visitors and staff).
2. Ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
3. Must be self-motivated and able to take a task or project through completion.
4. Excellent communicator: must be able to articulate clearly both in spoken and written form.
5. Demonstrated ability to react quickly and remain calm in emergency situations.
6. Strong relationally and the ability to oversee and lead.
7. Ability to recognize and maintain confidentiality as appropriate.
8. Proficient in MS Window operating system.
9. Strong verbal and written communication skills. Legible writing skills.
10. Strong organizational skills.

11. Self-motivated and flexible.
12. Ability to work independently or in a team-oriented environment.

**Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

**Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.