

POSITION TITLE: Parking Team Leader

REPORTS TO: First Impressions Director

STATUS: Volunteer

PURPOSE OF THE ROLE

To lead and coordinate the parking team to ensure smooth traffic flow, safe parking, and a warm welcome for all who arrive on the church property.

RESPONSIBILITIES:

- Lead and schedule parking team volunteers for all services and special events
- Greet guests with a friendly attitude as they arrive and direct them to available parking spaces
- Maintain smooth and safe traffic flow in parking lots before, during, and after services
- Monitor parking areas for safety concerns and report any incidents
- Train new team members in parking procedures, safety protocols, and guest interaction
- Communicate weekly assignments and updates to the parking team
- Arrive early to set up signs, cones, or barriers as needed
- Coordinate with First Impressions Director and Safety Team to ensure a seamless guest experience
- Assist guests with special needs, including accessible parking accommodations
- Help manage parking during inclement weather conditions
- Serve as point of contact for parking-related concerns during services

Note: This role requires teamwork, flexibility, and a willingness to serve outdoors in all seasons. This role also requires:

- Friendly, approachable, and calm under pressure
- Strong leadership and communication skills
- Ability to handle unexpected situations with patience and grace
- Safety-conscious and attentive to detail
- Comfortable directing vehicles and people in a courteous manner

TIME COMMITMENT:

- Typically 2–4 hours per week, depending on number of services
- Attendance at periodic First Impressions team meetings and trainings

HOW TO APPLY:

- Apply [online](#) (or [download PDF application](#) and return completed form to New Hope Office)
- Questions? Contact New Hope's Church Office at churchoffice@go-newhope.com