

Church Events Assistant

Reports to: Priest-in-Charge

Status: Part Time, variable hours; this job does not come with medical or retirement benefits. Minimum pay: \$15+/hr; 5-15 hours/week, depending on the season. Sunday hours required.

Job Summary

The Church Events Assistant supports church activities and worship by preparing and equipping spaces needed for events and gatherings, primarily on Sunday morning. Sunday morning hours are required. Some lifting and set up of chairs, tables and sound equipment. Limited cleanup may be involved. Weekly hours primarily on Sundays, 7:30-12:30, with additional hours offered seasonally depending on event schedule. Days/times worked during the week are flexible as long as event deadlines are met.

Essential Functions:

- Setup and Cleanup for worship and scheduled Sunday events such as coffee hour
- Setup and cleanup for events and activities throughout the week, as needed (variable)
- Monitor and report any maintenance issues
- Seasonal upkeep such as salting sidewalks in winter
- Verify bathrooms are stocked with needed supplies and are clean for Sunday guests
- Alert Facilities Manager when supplies need to be ordered
- Occasional cleaning before or after specific events, when needed as a supplement to regularly scheduled cleaning service

Minimum Qualifications:

- Must be able to competently read, write and speak English
- Must be able to work independently and seek assistance when needed
- Driver's license and reliable mode of transportation
- Must be able to deal tactfully with staff, volunteers, members and guests
- Must undergo a background check and complete a certification course in SafeChurch guidelines before beginning work
- Ability to plan ahead and meet specified deadlines

Physical Requirements:

- Must be in good general health, including vision and hearing
- Must be able to lift/push/pull equipment and supplies up to 30 lbs.
- Must be able to climb stairs and ladders and crawl and bend.