

Facility Coordinator

10-15 hours/week average

\$12/hr

Responsibilities

- Set-up facility for all weekly and special events as necessary
- Spot-cleaning as necessary in between cleaning services
- Run sound and lights for facility rentals and special events as necessary
- Maintain and set-up stage for weekly services and other events as needed
- Maintain and organize facility storage and equipment
- Clean and maintain the exterior of the building
- Act as the facility contact for rentals and special events
- Open and close down the building for regular Sunday services
- Serve as the custodian on duty during Sunday services
- Other duties as assigned

Qualifications

- Must be able to work flexible hours and step in as needed when required
- Must be able to lift 50 lbs regularly and up to 100 lbs on occasion
- Must be proficient or have ability to be trained on all A/V systems at The River
- Must be able to serve as a key-holder at The River (this includes a background check)

Reports to the Operations Pastor

Please refer questions and submit resumé to info@theriver.info