



## EVENT SUPPORT STAFF ROLE DESCRIPTION

We are looking for friendly, reliable people with flexible schedules to support church and community events. An Event Support Staff member resources our staff and volunteers for effective ministry by performing day-to-day tasks necessary to set up and care for all activities, events, meetings, and classes, and by ensuring facilities are well-maintained, secure, clean and well-stocked.

## RESPONSIBILITIES

### Support Events Throughout the Facility

- Stay current with campus activities and resource requirements using the scheduling system
- Perform assigned tasks – opening/closing facilities, event set-up (including “hospitality”) and takedown, cleaning, supply restocking and interim restroom cleaning (cover for large events)
- Provide support for limited media services
- Maintain the condition of department resources to a high standard of functionality, safety, and aesthetic appeal
- Uphold all OSHA safety regulations and report any non-compliance

### Utilize Key Organizational Systems to Support Events

### Complete Other Duties As Assigned By Supervisor

### Provide Effective Communication with Facilities Services Team

- Manage radio, phone, email, voicemail, and communication requests in a timely, thorough manner
- Meet with Event Staff Supervisor on a regular basis to coordinate, communicate, train, and review scheduled resource requirements and provide feedback

### Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Embody other-centered, servant-leadership in all interactions

### Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership
- Accept and uphold CHCC’s Essentials of Our Faith

## REQUIREMENTS

- High School Diploma or GED
- Must be able to lift 100 lbs.
- Must have no difficulty walking distances
- Available to work weekends and holidays as needed

**POSITION TYPE:** Part-time, 20 hours, Thursday, Friday and Sunday workdays