



EVENT SUPPORT STAFF ROLE DESCRIPTION

An Event Support Staff member resources our staff and volunteers for effective ministry by performing day-to-day tasks necessary to care for all activities, events, meetings, and classes and by ensuring all 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

Manage Emergencies According to Established Protocols

Perform Other Duties and Tasks As Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

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

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,