

Position: Saturday/Evening Host

Reports to Director Administration and Communication and **Collaborates with** Building Property Coordinator

Employment status: part time, 5-6 hours per week

Compensation: \$10-\$12/hour

POSITION OBJECTIVE

This position works together with Building Property Coordinator to facilitate building operations and events on Saturdays and Evenings. This position will be the face of Countryside and will be responsible for helping ensure that groups and individuals visiting Countryside are taken care of

Responsibilities:

- Act as staff host for events and activities as scheduled
 - Greeting visitors
 - Opening doors
 - Directing people throughout the building
 - Assisting visitors with general questions
 - Provide a friendly and welcoming environment
- Perform room setups as needed for various functions and rentals in the church
- General cleaning support for Countryside
 - Walk through church to insure cleanliness of church
 - Perform custodial work to backup custodial staff as needed
 - Restock bathrooms as needed.
- Reset rooms after events have concluded
- Have a basic understanding of the room AV capabilities and assist groups using the technology
- Know safety protocols for various emergency situations and be able to coordinate such protocols in the event of an actual emergency
- Keep a running list of larger items and issues that need special attention from Building Property Coordinator

COMPETENCIES and CHARACTERISTICS REQUIRED

Character	<p>Friendly and welcoming</p> <p>Willing to assist and direct people</p>
General Cleaning Support	<p>Demonstrate the ability to ensure the cleanliness of the building.</p> <p>Perform back-up custodial work if necessary and restock the bathrooms if needed.</p>
Problem solving	<p>Keep a list of items that need special attention around the building.</p>
Organizational and planning skills	<p>Ability to organize and set up rooms for events and other functions at the church.</p> <p>Ability to reset the rooms after events have concluded.</p>
Communication skills	<p>Ability to communicate with groups regarding AV needs.</p> <p>Ability to communicate in the event of an emergency.</p>
Self-management	<p>Ability to visualize this program without day to day supervision</p>
Education or Training	<p>Have a basic understanding of AV capabilities.</p> <p>Have a basic knowledge of safety protocols for emergency situations and the ability to coordinate these protocols in case of an emergency.</p>

Applications

Applications should consist of the following:

1. Letter of application
2. Resume
3. List of three references with current phone numbers

Send all materials to:

Pastoral Care Coordinator Search

Countryside Community Church

C/O Dan Loven-Crum

13130 Faith Plaza

Omaha NE, 68144

danl@countrysideucc.org

Screening of candidates will begin immediately and the search will remain open until the position is filled.

About Countryside Community Church

Countryside is affiliated with the United Church of Christ. We were established in 1949 as part of the Congregational Church, one of the oldest denominations in America, which still remains strong in the New England states. In 1957, our branch of the Congregational Church joined with the Reformed Church in the United States, independent congregations of the Christian Connection, and the Evangelical Synod of North America to form what is now commonly known as the United Church of Christ, or the UCC.

In the spring of 2019, the congregation relocated to the Tri-Faith Commons at 132nd and Pacific as the Christian partner of the Tri-Faith Initiative. See www.trifaith.org for more information on the Tri-Faith Initiative.

What we believe: We are an inclusive, open and affirming family of faith, welcoming all to God's table of love and acceptance. We are diverse, yet united by Christ's example. We care for one another, support one another, and challenge one another to become all that God creates us to be. We work together to nurture our community and to promote peace and justice in our conflicted world.

Equal Employment Opportunity

It is the policy of Countryside Community Church to grant equal employment opportunity to all qualified persons without regard to race, color, creed, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability, or handicap – if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal laws, to assist employees with disabilities in performing the essential job functions.

Countryside Community Church is organized for religious purposes and is substantially supported by a religious body, the United Church of Christ. As a religious organization, Title VII of the Civil Rights Act of 1964 exempts churches from the prohibition on religious discrimination; consequently, our hiring practices may require faith as a job-related, objective job qualification for some specific positions.