

One Hope Church

Setup & Teardown Coordinator



DESCRIPTION

The Setup & Teardown Coordinator is the primary leader of the setup and teardown process for weekend gatherings at the YMCA. He/she is ultimately responsible for transforming the YMCA into a temporary meeting space for the church and returning the facility to the original, satisfactory state when gatherings are over.

The Setup & Teardown Coordinator arrives first and leaves last, making sure that church equipment is unloaded and loaded correctly and securely. He/she schedules a support team for both setting up and tearing down necessary equipment and signage and works to create a light, fun team culture that team members can enjoy.

He/she is responsible, confident, personable, and able to solve problems as they arise.

COMMITMENTS

- 2 hours per week early Sunday morning (7:00am to 9:00am)
- 1 hour per week late Sunday morning (11:30am to 12:30pm)
- 1 hour per week flex time for scheduling and team communication

COMPENSATION

\$10 per hour / roughly 4-5 hours per week (roughly \$40 to \$50 per week)

QUALIFICATIONS

- Cleared background check
- Partnership (church membership) preferred but not required
- Responsible and regularly on-time
- Physically able to move cases and lift heavy objects when necessary

RESPONSIBILITIES

- Arrive first (disarm alarm, unlock facility, unlock storage)
- Leave last (lock storage, lock facility, arm alarm system)
- Oversee unloading and loading of storage areas
- Oversee the setup and teardown process
- Make note of needed equipment / case repairs
- Maintain accurate diagrams and team resources
- Identify and train someone who can do your job
- In case of absence, make sure someone is A) scheduled, trained and equipped to fully accomplish your job tasks and B) confident to manage the team / processes by themselves.