



Emmanuel
PRESBYTERIAN CHURCH

Sunday Operations Assistant Emmanuel Presbyterian Church

Overview:

The Sunday Operations Assistant is responsible for setting up and breaking down Emmanuel Presbyterian Church's worship service and children's ministry each Sunday. The Operations Assistant transports and sets up supplies before service and breaks them down when service has concluded. In addition to transporting equipment, the Operations Assistant ensures that church facilities are properly cleaned and secured. He or she is an important member of the Sunday operations team and sets everything in place for the church community to gather in worship each week.

This position begins August 2017.

Tasks:

- Prepare chapel for Sunday service. Includes but is not limited to the following tasks:
 - Adjust lights
 - Open windows
 - Set chairs
 - Move tables
 - Transporting sound equipment and projector
 - Transport Sunday school equipment to classrooms
 - Set communion table
- Communicate with Sunday Operations Coordinator regarding setup and breakdown issues
- Liaise with Union Theological Seminary staff regarding setup needs
- Breakdown equipment and clean chapel after Sunday Service. Includes but is not limited to the following tasks:
 - Pack and transport equipment to storage
 - Stack and move chairs
 - Sweep chapel
 - Clear communion table

Requirements:

- Solve problems in a proactive and thoughtful manner
- Act responsibly and reliably
- Communicate clearly
- Able to lift 50 lbs
- Miss no more than 6 Sundays per year

Compensation

\$15/hour

Hours:

Sundays from 7:45am-2:45pm with a one-hour unpaid break. Hours may vary on occasion as church events require.

Supervision:

Reports to Sunday Operations Coordinator

Application Process:

Interested candidates should send a letter of interest to ops@emmanuelnyc.org. Applicants will be asked to provide consent for a background check during the application process.

