# Volunteer Position Profile

|  |  |
| --- | --- |
| Position Title: Facilities Lead | Department: Set-up and Take-down |
| Reports To: ? | Duration: TBD |

Position Overview

(write a one or two sentence summary of the position )

* The facilities lead is primarily responsible for executing set-up and take-down procedures for the service gatherings and other church events under the guidance of the lead pastor/service lead with a team.

Required Abilities

( ie: organizational abilities, physical requirements if any, personality traits, specific people skills, particular past training )

* Communicate well with lead pastor/service lead to determine set-up needs
* Does not mind physical labour
* Good work ethic
* Work safely and monitor safety (often little children are present and running around nearby during set-up/take-down)
* Receive and understand instructions and feedback
* Organize the team schedules
* Communicate well with your team
* Willingness to be part of bringing in new volunteers and finding a good fit for them (that may not necessarily be in the Set-up ministry)

Recommended Abilities

( additional talents that may not be absolutely necessary, but would augment one’s ability to perform this role. )

* Ability to “see the space” and lay-out equipment (ex. tables & chairs) according to a diagram
* Manage logistical efficiency, doing the most with the least (ex. making less trips, utilize team members to get the most done in the least amount of time)
* Work like a horse
* Deploy road signs safely (ex. be super careful in traffic on foot)

Specific Duties

( list as many as needed. Helpful to identify which might be delegated to a team member )

ie: “ recruits team members “ would be a task specific to the team leader, whereas “retrieves coffee carts from storage” could be a task to be delegated.

* Recruits team members
* Regularly check in with:
  + Lead pastor/service lead regarding set-up requirements
  + Other morning service ministries to find out their needs, perhaps specifically logistical
* Check to make sure all the necessary equipment is on site (from LEC) and get the missing equipment from storage if necessary
* Identify equipment maintenance/repair needs and come up with a low-cost/no-cost solution
* Organize ministry budget items and maintain that budget throughout the year
* Purchasing

Could be delegated:

* Retrieve coffee carts from storage and put them back after
* Layout and place congregational chairs and stack them back up after service
* Equipment maintenance/repair