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**POSITION:** Sunday Operations Staff, Redeemer Lincoln Square

**DEPARTMENT:** Operations

**REPORTS TO:** Operations Coordinator

**DATE:** Immediate + training prior to start date

**HOURS WORKED:** 6-7 hours on Sundays with potential to grow as the church grows

**SALARY:** \$20/hr

**JOB DESCRIPTION:**

- Provide a safe, efficient, worship experience for Redeemer's Sunday services. A Sunday Operations Staff member will assist the Operations Coordinator in setting up on Sunday mornings, completing delegated tasks, proactively finding solutions to problems, and breaking down and cleaning up after service. A successful Sunday Operations Staff member will pay close attention to detail, will be willing to learn every week, and be a team member that contributes to a healthy team culture.

**REQUIREMENTS:**

- Must be available on Sundays from 7 a.m. to 1:15 p.m., and potentially earlier if a second service is added. Arrive on time each Sunday
- Attend mandatory training sessions each year to review policies & procedures and build community as volunteers so that as a staff we can continue to serve Redeemer Lincoln Square Kids safely and effectively.
- Give at least 2 weeks notice prior to being absent. If ill, please notify the CM Director as soon as possible.
- No more than 12 absences per year (including sick days) and no more than 3 absences in a row.
- Work on Easter plus at least one Sunday during the winter holidays (around Christmas/New Year's).
- A commitment to serve 1 year from start date.

**QUALIFICATIONS:**

- Heart for God, community, families, children, and hard work.
- Must be able to lead and take initiative with tasks, even when not directly assigned; level-headed when the environment is stressful and fast-paced
- Must be able to talk with congregants, co-workers, and service members as needs arise
- Must be a team player and have character qualities such as integrity, wisdom and good judgment
- Must be quick-thinking, respectful, always looking to be helpful, able to lift and carry heavy objects, and willing to do what it takes to make services and events run smoothly