



<b>Job Title:</b> Assistant Facilities Manager	<b>Reports to:</b> Facilities Manager
<b>Department:</b> Operations	<b>Job Grade:</b> Part Time / 20 Hours

### Position Summary:

The Assistant Facilities Manager supports the Facilities Manager by ensuring Riverside Church's campus is prepared, welcoming, and operational for all church events and ministries. The primary focus of this role is event coordination and setup across all three church campus buildings, including managing room layouts, calendar coordination, and working directly with event requestors and coordinators to ensure details are accurate and executed with excellence.

### Key Responsibilities:

#### Event Coordination & Setup (Primary Focus):

- Coordinate event setups across all three Riverside Church campus buildings
- Work closely with event requestors and coordinators to confirm event details, timelines, and expectations
- Ensure correct room layouts, seating, tables, staging, and equipment
- Ensure spaces are properly set up before events and reset afterward
- Manage and help maintain the church-wide event calendar
- Support Sunday services, weddings, funerals, major holidays, and special events

#### Campus & Facilities Support:

- Monday morning trash pickup in the Main Building
- Disc golf course trash pickup (every other week)
- Campus mail delivery
- Event-related laundry
- Assist with basic building maintenance tasks
- Perform interior and exterior painting projects
- Support basic maintenance of golf carts and man-lifts

#### Volunteer Coordination:

- Recruit, train, and coordinate volunteers to assist with event setup, support, and breakdown
- Provide clear direction, expectations, and on-site leadership to volunteers during events
- Serve as a point of contact for volunteers during assigned events and campus activities
- Foster a welcoming, servant-hearted environment for volunteers and staff
- Ensure volunteers understand room layouts, setup standards, and safety expectations



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- Encourage teamwork, appreciation, and positive engagement among volunteers
- Communicate effectively with staff and ministry leaders regarding volunteer needs and scheduling

## **Schedule & Availability:**

- Working Days: Sunday - Thursday
- Part-time Hours
- Flexible work schedule required
  - Must be available for Sunday mornings, major holidays, weddings, funerals, and special events
  - Some early mornings, evenings, and extended hours may be required

## **Physical & Work Environment Requirements:**

- Ability to lift, move, and arrange furniture and equipment
- Comfortable working at heights
- Ability to work indoors and outdoors in Florida heat
- Physically capable of walking the campus and performing hands-on tasks

## **Qualifications:**

- Valid driver's license
- Basic mechanical and maintenance skills preferred
- Strong organizational and communication skills
- Ability to work independently and as part of a team
- Attention to detail and servant-minded attitude

## **Preferred Experience:**

- Event setup or facilities experience
- Calendar or scheduling experience
- Church or ministry environment experience preferred

## **Ministry & Spiritual Expectations**

As a member of the Riverside Church staff, the Assistant Facilities Manager is expected to support and reflect the mission, vision, and values of Riverside Church in both attitude and actions. This role is considered a ministry position and plays a vital part in creating an environment where worship, fellowship, and ministry can thrive.



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- Demonstrate a growing personal faith in Jesus Christ and a commitment to Christian character and conduct
- Support the mission and ministries of Riverside Church through a servant-hearted attitude
- Interact graciously and respectfully with church members, guests, staff, and volunteers
- Approach event coordination and facilities support as an extension of hospitality and worship preparation
- Maintain professionalism, integrity, and a positive witness while on campus and at church-related events
- Be willing to pray with or for others when appropriate and support the spiritual culture of the church
- Uphold church policies, procedures, and values in all aspects of work