ORGANIZATION: First Congregational Church Berkeley, 2330 Durant Avenue, Berkeley, CA 94704

JOB POSTED: September 1, 2022

POSITION TITLE: Sunday Morning Host

DEPARTMENT: Business Manager

LOCATION: Church Office/Durant Hall at First Church

STATUS: Non-exempt Office

SUPERVISOR: Kit Dunbar, Business Manager. kdunbar@fccb.org

PRIMARY POSITION PURPOSE: The Sunday Morning Host prepares the space for church activities before, during, and after the service, supports the congregation during those activities, and cleans up the space after the activities have ended.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- This position will have a variable schedule, with the frequency of work depending upon the availability of other staff members. The work takes place on Sunday mornings, as needed, from approximately 8 am to 2 pm.

- Unlock doors.

- Set up tables, chairs, and canopies in the Hall of Entrance for activities that precede the service, in Loper Chapel for the Learning Hour that follows the service, and in the front patio for the social hour.

- Prepare coffee/tea and snacks for the social hour that follows the service.

- Sweep and pick up litter around the church campus.

- Be available to answer questions and last-minute set-up requests.

- Put tables and chairs away and clean up the spaces after the event.
QUALIFICATIONS/EXPERIENCE REQUIRED:
The employee must work on-site, be fully vaccinated, and be able to lift 50 pounds.

SPECIAL REQUIREMENTS:

SCHEDULING NEEDS (TOTAL HOURS PER WEEK, DAYS, ETC.):
10-20 hours per week

HOURLY RATE:
$23/hour

APPLY TO:
Interested candidates should submit their resume and cover letter with two references to kerriehein@gmail.com.

APPLICATION DEADLINE: Open