

# JOB DESCRIPTION

<b>POSITION TITLE:</b>	Facilities Scheduler
<b>DEPARTMENT:</b>	Operations
<b>SUPERVISOR:</b>	Tom Lancaster
<b>TIME COMMITMENT:</b>	Part-time up to 29 hours per week
<b>FAIR LABOR STANDARDS ACT STATUS:</b>	

## Position profile:

Scheduling rooms for ministries of GSCC and outside organizations (rentals) and communicate with the Building and Grounds (B&G) crew about the daily need for each event. Also, a portion of this job is communication with GSCC's insurance agent for proper insurance coverage and liability releases (risk management).

## Skill set:

- Organization and prioritization skills
- Attention to detail
- Computer skills including Office, Adobe, Outlook, and ability to learn new computer programs (EMS, Visio, ShelbyNext, Arena)
- Ability to work with staff, church, and public
- High communication skills
- Problem Solving and Troubleshooting Skills

## Experience qualifications:

- Office Experience

## Duties and responsibilities:

- Schedule room reservations through EMS
- Communicate to B&G all room set-ups and needs and produce daily set-up sheets
- Enter all Ministries' needs in EMS from Fall to Spring during Summer
- Communicate Media needs to Media department and Kitchen needs to kitchen coordinator
- Distribute Room Cards on weekly basis
- Serve as contact person for all outside organization/private rentals (weddings, funerals, etc.)
- Maintain Facilities Use Agreements, Facilities Use Policies, brochures, fees for all rentals
- Arrange event coordinators as needed for rentals and work directly with the coordinator
- Invoice and process payments for rentals (ShelbyNext)
- Create and update all room diagrams and set-ups for recurring events and one-time-only events (Visio)
- Keep Emergency Exit Maps updated for rooms
- Enter Purchase Orders for B&G
- Assist B&G as needed in any office-related tasks
- Make staff/volunteer/school nametags
- Run Background Checks on Volunteers, SafeKids applications/renewals, Staff
- Approve/Decline New Hire and New Volunteer Forms after Background Check
- Approve/Decline Drivers for events, staff needs, rentals, and shuttles
- Reserve church vehicles for events and verify driver eligibility

- Maintain Driver Packets for church shuttles and rented vehicles, and track drivers covered under GSCC insurance
- Serve as centralized insurance point person (Scott Stuart-insurance agent)
- Obtain Certificate of Liability Insurance from any outside organizations or parties
- Request Certificate of Liability from GSCC insurance for outside events/venues (retreats, rentals, etc)
- Implement policies in coordination with Tom and Tanya

**Spiritual responsibilities:**

Ensure that all actions performed within the context of this job position accomplish and further the mission, vision and values of Good Shepherd Community Church.

Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church.

Embrace and strive to live out the staff values of Good Shepherd Community Church:

- The 5 C’s – Character, Competency, Chemistry, Calling, Compassion
- Leading the Pack – Worship, Serve, Multiply Disciples, Give, Balance (Up, In, Out)
- Skunkworks – Visionary, Innovating, Risk-taking

**Additional notes:**

- Attend regularly Good Shepherd Community Church
- Participate in Safe Kids training which will include a criminal background check

**Disclaimers:**

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

<b>PROPOSED   REVIEWED BY:</b> Kim Rickert	<b>DATE</b>	8/2018
<b>APPROVED BY</b>	<b>DATE</b>	