

First Unitarian Church of Alton

110 East 3rd Street, Alton, IL 62002

Office: (618-462-2462)

Position: Building and Grounds Coordinator
Reports to: Board of Trustees through Stewardship Committee
Hours required: 2-5 hours per month

General description:

The Building and Grounds Coordinator reports to the Board and Stewardship Committee any needs of the Building and Grounds teams. They assist in recruiting volunteers, as needed.

Responsibilities:

- Communicate with teams to determine needs and to support programs. Teams include:
 - Building
 - Grounds
- When appropriate assist in locating volunteers for appropriate teams/activities.
- Attend quarterly meeting of the Stewardship Committee to report on programs, report back to the Board, and coordinate with other teams.
- Contact the Minister in the event of emergencies related to member safety.
- Make official requests of the Board related to Building and Grounds, as needed.

Skills:

- Ability to communicate effectively in writing and verbally.
- Ability to delegate responsibility.
- Ability to recruit and sustain volunteers.
- Detail oriented.