

Job Description

Position Title: Facility Coordinator
Classification: Part-time Employee (12-15 hours/week)
Pay: \$19/hour
Reports To: Head of Staff
Date: August 14, 2025

Summary: Responsible for the daily, weekly, seasonal room setups of the Covenant Church main building, Covenant Community Life Center, cemetery and Scout cabin. Duties will require the movement of chairs/furniture for various functions.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift 40 lbs.

- Weekly
 - Set up the Sanctuary for worship services.
 - Liaise with contractors to schedule visits and ensure they have access to the building as needed and according to the annual maintenance schedule.
 - Walk the site (inside/outside) picking up garbage, sticks, weeds. Make the buildings welcoming.
 - Empty all the Trash/Recycling bins in the buildings and move to the dumpster area across the parking lot.
 - Make sure all pantries are cleaned and coffee pots are washed out.
 - Optional: Be present on Monday evenings to assist with exit and entry for AA and other meetings.
 - Optional: Water flowers on church grounds.
- Seasonal and Unscheduled Events
 - Help with the setup of Advent and Christmas concerts and rehearsals .
 - Set up for Ash Wednesday and Easter week services.
 - Set up for Summer Vacation Bible School.
 - Set up for Funerals .
 - Work closely with the Facility Committee on various small projects.
 - Serve as a backup to the Housekeeper on occasion.
 - Serve as the Building Coordinator for the Emergency Action Plan.

Performance Factors - Covenant Presbyterian Church and Donegal Presbytery:

- **Professional Conduct:** Treats others with respect and dignity; maintains a positive attitude in the workplace.
- **Personal Management:** Fosters an environment that “puts people first”; maintains composure in stressful situations; manages time and maximizes own productivity; conducts work activities in a fiscally responsible manner and cooperates with others including, co-workers, pastors, presbytery members and the greater church.
- **Day-to-day Operations:** Meets deadlines; submits paperwork in a timely fashion; ensures accurate documentation and work results; protects confidentiality; demonstrates organizational and prioritization abilities; demonstrates a commitment to excellence through quality improvement.
- **Communication:** Provides meaningful oral and written communications in a respectful manner; relates to others with respect; demonstrates compassion and sensitivity; fosters

cooperation and contributes to a climate of trust in the workplace; maintains professional interactions with coworkers.

- **Relational Expertise and Teamwork:** Values diversity; exhibits respect and dignity when working with others; cooperatively and constructively resolve problems and disputes: commitment to resolution of performance deficiencies; patience and acceptance of others; recognizes the contribution of others.

Requirements

- Current up to date background check under Pennsylvania's Child Protective Services Law, or willingness to obtain immediately after hire. Covenant Church will reimburse for this background check.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.