

# Unitarian Universalist Church of Kent

*Established 1866*

## **Campus Use Manager Job Description**

Revised: January 2022

The Campus Use Manager is a paid staff position. This staff member will facilitate, coordinate, and oversee the use of the UU Church of Kent (UUCK) campus for the purposes of church events, rentals, and member use in accordance with the UUCK Campus Use Policy for Church and Community Events.

This position reports to and is under the direct supervision of the Congregational Administrator.

Pay rate: \$15.00 per hour

Hours: 4 hours per week, flexible schedule

Opportunity for additional hours and compensation may be available based on Facility Use Agreements

This is a non-exempt, part-time position.

In order to ensure a balance of facility use, calendar coordination, and to provide for the best experience for those using the UUCK campus, it is essential that the Campus Use Manager work in collaboration with the Congregation Administrator, Tech Manager, and Church Sexton.

### **Responsibilities include:**

- Lead building tours for potential rentals
- Present and oversee the signing of use agreements in accordance with the UUCK Campus Use Policy for Church and Community Events.
- Facilitate use agreements
  - Ensure set up for events and spaces according to identified needs indicated on use agreement
  - Provide or ensure support for tech, kitchen, caterers, musicians, custodial, etc.
  - Assemble and coordinate a UUCK volunteer team, as needed, to assist with events
  - Coordinate for post-event clean up
- Be present for events/rentals or coordinate coverage in accordance with use policies
- Schedule space uses on the church calendar, in collaboration with the Congregational Administrator
- Participate in creating and updating policies pertaining to campus and space uses
- Assist the UUCK community with developing new uses for the our campus in accordance with identified church goals
- Create advertisements to promote rental availability for community organizations and private use. (All advertising must be approved prior to publishing and created/adapted for targeted media venues such as social media, newspapers, flyers, local community newsletters and message boards, etc.)Other duties as identified

**Qualities needed to succeed in the position:**

- Strong interpersonal and communication skills and the ability to effectively interact with other staff, volunteers, guests, and vendors.
- Strong organizational skills
- Be reliable, trustworthy, and task oriented
- Ability to work both independently and also as a team member
- Proficient with technology, including computers and social media
- The ability to “step up to a balcony view” and think outside the box for creative problem solving
- Ability to prioritize work assignments.
- Understand or have a willingness to learn the Church’s organizational values and ability to work in support of them, including being a welcoming congregation, a peace site, and eco-friendly.

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