



JOB DESCRIPTION

Job Title: Operations Assistant
Classifications: Part Time (20 hours/week)
Ministry Area: Operations
Reports to: Operations Director
Start Date: February 2026

PURPOSE:

To help the Operations team support the physical needs of all campuses in carrying out the mission of Riverside Church.

COMPETENCIES & EXPECTATIONS:

- Embraces the Core Values of *"Experience Grace, Grow in Love and Give of Yourself"* and the vision and mission of Riverside Church
- Full engagement in the Big 3: 1) Come every Sunday 2) Be part of a group 3) Serve on a team
- Alignment with the Alliance Statement of Faith
- Is reliable, takes initiative and is self-motivated
- Readily adapts to growth, change, innovation and creativity
- Uses appropriate and proper judgment in the areas of discretion, sensitivity and confidentiality
- Maintains a cooperative, positive, healthy, and motivating relationship with volunteers, co-workers and supervisors
- Believes the best about co-workers and staff of Riverside Church

ESSENTIAL FUNCTIONS & REQUIREMENTS:

- Ability to drive
- Basic computer skills and ability to learn new systems
- Demonstrated ability to adapt to challenges or changes
- Flexibility to serve multiple campuses with some Sunday work and occasional evenings

RESPONSIBILITIES:

- Help oversee & coordinate facility needs including scheduling, maintenance, program management of building systems, inventory, and other operational tasks
- Provide leadership & direction to volunteers and co-workers as appropriate
- Regularly communicate and partner with custodial teams
- Actively recruit, train, schedule, and care for volunteers
- Perform administrative tasks associated with volunteer and facilities systems
- Help develop and maintain volunteer job descriptions which integrate a people-first approach
- Oversight of seasonal projects and outdoor maintenance
- Regular review & oversight of schedules, processes, and operational systems

- Regular participation in ongoing improvement through identification of needs and possible solutions that foster excellence in the areas where you serve

EXPERIENCE, SKILLS, & ABILITIES:

- Strong organizational skills, attention to detail and the ability to manage multiple priorities
- A relational heart; someone who enjoys people and embraces caring for them as ministry
- Ability to work well independently and as part of a team
- Basic facilities/maintenance knowledge is helpful; willingness to learn is essential

RELATIONSHIPS:

- Reports to the Operations Director and is ultimately accountable to the Board of Elders
- Works effectively with other ministry assistants, campus custodians and operations staff, and office co-workers
- Provides leadership and personal attention to volunteers

Approved by _____ Date _____