

Job Description: Manager on Duty (MOD)

Our Mission: To know Jesus Christ, to serve Him in joyful obedience, and to make him known by growing disciples, renewing communities and planting churches.

Position Overview: The Manager on Duty (MOD) will monitor and ensure the safety of all individuals and property on the Greentree Community Church premises and provide support to those using the facilities.

Responsibilities

- **Be a team player. Respect and support GTCC staff and ministries with a spirit of humility and love, open to opportunities to assist others with a cheerful spirit.**
- Serve as the first point of contact for visitors and groups after the office closes
- Ensure the safety of all individuals in the building
- Monitor building and grounds by:
 - Making rounds
 - Monitoring security cameras
 - Watching for suspicious behavior
 - Ensuring groups are appropriately using spaces, equipment and supplies
 - Controlling access to building
- Assist with any equipment or setup needs
- Call emergency personnel as needed (fire, police or church staff)
- Complete incident reports as needed
- Lock down building at the end of shift
- Carry out any other relevant tasks, which may be required

Reporting Structure

- This position reports to the Business Manager

Skills and Qualifications:

- Certified in CPR, First Aid and AED (or certified within one month of hire)
- Complete background check
- Complete GTCC's sexual abuse awareness training
- Ability to work without supervision
- Must possess good judgement on all levels but particularly related to safety
- Must be able to maintain composure under high stress situations
- Must be able to lift a minimum of 30 lbs.
- Must be 18+ years of age

Required Hours

Monday – Thursday: 4:30 PM – 9:30 PM

20 - 25 hours a week

Rate: \$13 - \$15 per hour

Application Process

For more information about Greentree Community Church, visit our website: greentreechurch.com

To apply, please send resume and contact information to:

Taylor Kuiper

Greentree Community Church

100 Kirkwood Place

Kirkwood, Missouri 63122

Or electronically to taylor@greentreechurch.com

