

Event Coordinator

Vermont Lutheran Church

Job Title: Event Coordinator

Job Type: Part Time

Location: Vermont Lutheran Church, Town of Vermont

We are a welcoming community of faith. We have beautiful facilities to make available to our surrounding communities. This property represents a community outreach opportunity for members and non-members to enjoy – for exercise or meditation on the trails, gatherings on the patio or indoors, learning opportunities for young and old, and a sense of pride in a special place.

General Job Description

An event coordinator would be matched to any event using Vermont Lutheran Church facilities. This person would engage with those responsible for event preparation, helping people understand what is available and where things are kept. They would inspect the space ahead of time to ensure readiness and advise the Custodian if additional cleaning is required. They would follow up after the event to ensure that trash was removed, windows closed, lights off, and doors locked.

This is a part time position to be recruited from the Vermont Lutheran Church member community (current members, family, friends). We will begin with one position. As facility usage grows, we hope to create a roster of potential coordinators, enabling each to work as many or few events as they prefer.

Event coordinator will work with the Church Secretary, who is responsible for booking events, and the Church Custodian.

Duties and Responsibilities

- After an event is booked, the coordinator will be the primary point of contact for that group to plan their specific execution. If they so request, the coordinator will meet with them ahead of time to show them where things are and answer questions.
- Day of event, the coordinator will let them in and ensure they know where things are as they set up.
- Day of event, the coordinator will return after the event to ensure that everything has been left in good condition and the building is secure. Coordinator will advise Custodian if immediate follow up cleaning is required.

Job Qualifications

Skills: Understand the layout of the kitchen and where things are located. Ability to demonstrate how the commercial-type dishwasher works. Ability to demonstrate how the sound system and TV work.

Experience: Hospitality veteran of birthday parties, school celebrations, family gatherings, showers, weddings, christenings, sports, hobbies. Understand what is involved to host a party and clean up afterwards.

Key competencies: Creative, well organized, patient, unflappable, and able to improvise.

Compensation

Note: the compensation will be funded by fees paid by those booking events. Responsibilities, especially time required, will vary by event. The base rate per event is recommended as \$75. Something like a wedding will require more time and is estimated at \$200. Amounts subject to Council input and approval.