

St Brigid of Kildare Church

Job Description

Job Title:	Evening Support Staff
Location:	Church and School Campus (Church, Pastoral Center, Brigid's Green, School)
Supervisors:	Facilities Manager and Safe Environment Coordinator
Classification:	Hourly Full Time
Schedule:	Sun-Thurs 3:00pm – 9:00pm
Benefits:	Full Benefits

The Evening Support Staff will be responsible for ensuring facilities are ready for evening use, attendees' needs are addressed, all safe environment policies are followed, and the campus is properly secured at the end of the evening.

Job Description

This position involves working directly with the Facilities Manager and Office Manager to determine evening needs for all campus activities. This person supports parish staff, ministry chairs and coaches with their evening meetings and special events. This person will also canvas the property to ensure safe environment policies are enforced, ensure the facilities are returned to pre-event status, and secure the buildings at the end of the evening.

Job Responsibilities

- **Parish and School evening event support.**
 - Confirm room and technology set up before and during each event, adjust as needed.
 - Help parish staff and ministry chairs with event readiness.
 - Assist with tear-down, clean-up, prep for next day, lights out and secure area.
 - Ensure Safe Environment Policies are always in effect.
 - Point of contact for any issues that arise in the evenings or weekends.
 - Report issues to Facilities Manager or Safe Environment Coordinator as needed.
- **Additional Duties**
 - Miscellaneous repairs and maintenance as assigned by Facilities Manager.
 - Ensure technological equipment is in working order and is functional.
 - Ensure smooth transition to overnight school cleaning crew.
 - Emergency cleaning as needed.

Qualifications for the Job

Education: Knowledge of or willingness to learn Diocese Safe Environment policies, building policies, and ability to learn how to use building technology and equipment.

Experience: Proven record of managing own schedule and completing all tasks and duties without direct supervision.

Candidates must be at least 21 and must be PGC/BCI compliant via completing a Protecting God's Children training and a BCI fingerprint background check.

How to Apply:

Interested candidates should submit their resume and cover letter to Becky O'Connor, at boconnor@stbrigidofkildare.org.