

St Brigid of Kildare Church

Job Description

- Job Title:** Weekend Support Staff
- Location:** Church and School Campus (Church, Pastoral Center, Brigid's Green, School)
- Supervisors:** Facilities Manager and Safe Environment Coordinator
- Classification:** Hourly Part Time
- Schedule:** Friday-Sunday as needed

The Weekend Support Staff will be responsible for ensuring facilities are ready for meetings or events 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 weekend needs for all campus activities. This person will set up rooms and restock bathroom facilities in preparation for meetings and special events. This person will also ensure the facilities are returned to pre-event status and secure the buildings at the end of the evening.

Job Responsibilities

- Confirm room and technology set up before and during each event, adjust as needed.
- Help parish staff and ministry chairs with event readiness.
- Emergency cleaning as needed.
- Assist with tear-down, clean-up, prep for next day, lights out and secure area.
- Point of contact for any issues that arise on the weekends.
- Report issues to Facilities Manager as needed.
- Be aware of Safe Environment policies and report any issues to the Safe Environment Coordinator.

Qualifications for the Job

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.