

URC Employment Opportunities

URC is hiring for two new positions:

1. Sunday AM Coordinator; and
2. Sunday PM Coordinator

URC has an immediate opening for a Sunday Morning Coordinator and / or Sunday Evening Coordinator. Responsibilities include overseeing all volunteers (ex. Ushers, Van drivers, Sound Techs, etc.), staffing a new Sunday morning Welcome Center and various building duties (lock / unlock building, start coffee, etc). Strong communication and problem solving skills required along with an ability to welcome visitors.

Job descriptions and an employment application form are attached and also available at our website: www.urc-msu.org.

Applications for both of these positions should be submitted by July 21st to the church office:

University Reformed Church
Attn: Office Manager
4930 S. Hagadorn Road
East Lansing, MI 48823

For additional information please contact Thom Spalding (655.1420) or Sherre Whalon (332.5840).

URC Job Description: Sunday AM and PM Coordinator

1. Job description includes the all the duties of the Sunday Bldg Manager including final punch list check of the Multi-purpose room, making ready for worship (i.e. sound, projection, heat, lights, clock, communion, music stands, podium, hymnals, Bibles, friendship books)
2. Staffs a “Welcome station” by office before and after each morning service
 - a. Resource person to answer questions, etc.
 - b. Provides info on Sunday school classes
 - c. Has Sermon CD’s from previous weeks
 - d. Has URC brochure, etc.
3. This person solves problems
 - a. MSU van drivers
 - b. Shuttle van drivers
 - c. Ushers
 - d. Greeters
 - e. Sound techs
 - f. Projectionists
4. Parameters for Sunday AM Coordinator:
 - a. Hours: 8:00am – 1:00pm
 - b. Pay: \$70.00 per Sunday
 - c. 2 people job share this position on alternate Sundays
5. Parameters for Sunday PM Coordinator:
 - a. Hours: 5:15 pm – 8:15 pm
 - b. Pay: \$30.00 per Sunday
 - c. 2 people job share this position on alternate Sundays