



South Church

United Church of Christ

Door, Parking Lot, and Event Greeter

Part-Time / As-Needed / Hourly Position

South Congregational Church, UCC

Position Summary

The Door, Parking Lot, and Event Greeter provides a welcoming, calm, and attentive presence during church programs, community partner activities, special events, and other scheduled building uses. This position supports safe and orderly entry into the building, assists with basic visitor direction, monitors the parking lot and entrances, and helps create a respectful environment for all who come to South Church.

This is an hourly, as-needed position. Hours are scheduled based on building needs, events, partner programs, and special activities. No minimum number of hours per week is guaranteed. Scheduling will be two weeks out.

Primary Responsibilities

Door and Entrance Coverage

- Greet visitors, tenants, volunteers, program participants, congregation members, and guests in a respectful and welcoming manner.
- Monitor designated entrances during assigned shifts.
- Assist visitors in finding the appropriate room, program, office, or event location.
- Help ensure that doors are managed according to building procedures.
- Communicate with the Building Manager or designated staff person if there are questions, concerns, or unusual situations.

Parking Lot Presence

- Maintain a visible presence in the parking lot when assigned.
- Help direct visitors to appropriate parking areas when needed.
- Observe parking lot activity and report concerns to the Building Manager or designated staff person.
- Discourage unauthorized or disruptive use of the parking lot in a calm and non-confrontational manner.
- Notify staff or emergency services if a situation appears unsafe or requires assistance.

Event and Program Support

- Assist with arrival and departure flow for events, meetings, church activities, and community programs.
- Provide basic directions to bathrooms, meeting rooms, food programs, offices, exits, and accessible entrances.
- Help identify when additional support may be needed from staff, volunteers, or program leaders.
- Support a calm and orderly environment before, during, and after events.

Community Interaction

- Treat all building users with dignity, including congregation members, tenants, volunteers, community partners, unhoused visitors, food program participants, and members of the general public.
- Maintain a respectful, patient, and nonjudgmental manner.
- Use de-escalation and redirection when appropriate.
- Avoid physical intervention except in cases of immediate emergency and according to safety protocols.

Communication and Reporting

- Report maintenance, safety, access, or behavioral concerns to the Building Manager or designated staff person.
- Document significant incidents when requested.
- Communicate clearly and promptly about schedule availability.
- Follow instructions for each assigned event or shift.

Qualifications

- Ability to interact respectfully with a diverse range of people.
- Calm, steady, and professional manner.

- Good judgment and ability to recognize when to ask for help.
- Reliability and punctuality for scheduled shifts.
- Ability to stand, walk, and remain attentive during assigned shifts.
- Comfort working around community programs, food programs, church events, and public-facing building activities.
- Prior experience in hospitality, ushering, security, human services, church work, event support, or community programs is helpful but not required.

Required Skills and Attributes

- Welcoming and respectful communication.
- Patience and emotional steadiness.
- Ability to follow building procedures.
- Awareness of surroundings.
- Discretion and confidentiality.
- Non-confrontational approach to problem-solving.
- Commitment to the mission and community use of the building.

Schedule and Compensation

This is an hourly, as-needed position. Work is scheduled according to building needs, including church events, community partner programs, evening activities, weekend events, and special rentals. The work schedule will be communicated two weeks ahead of time.

Employment does not guarantee a fixed schedule or a minimum number of weekly hours.

Hourly rate: \$15 per hour.

Supervision

This position reports to the Building Manager.

Physical Requirements

The position may require standing, walking, monitoring entrances or outdoor areas, using stairs or elevators, and remaining alert for the duration of a scheduled shift. Reasonable accommodations may be made when appropriate.

Equal Opportunity Statement

South Congregational Church is committed to providing a respectful and inclusive environment for employees, volunteers, tenants, community partners, congregation members, and all who use the building.

CONTACT:

Rev. Lindsey Peterson, pastor@sococh.org with resume and cover letter