

Job Description

Position: Volunteer Coordinator of the Day

Schedule: Sunday morning 8:15 a.m. - 12:15 p.m.; 2 Sundays per year.

Overview

Covenant Presbyterian's "Coordinator of the Day" serves as the central point of contact each Sunday to help insure the comfort, safety and security of church members and guests.

Duties and Responsibilities

- Carry the Covenant "house mobile phone" for use in emergencies.
- Attend pre-worship usher meetings to communicate information and answer questions as needed.
- Meet with the uniformed traffic safety officer to exchange contact information should communication be required prior to the start of the first service of the day,
- Walk the campus including Fellowship Hall, Education Wing, Recreation Wing and parking lot to provide hospitality *and* observe and unusual activity.
- Contact the uniformed officer in the event any activity raises suspicion, and do not directly intervene.

Apply to: <mailto:news@covenantpresby.org>