Reports to: Congregational Administrator
Effective: August 2021
Directly Supervises: None
Status: Part-time, 8 hours per week, 6-10p.m. Wednesday and Thursday
FLSA: Non-Exempt

Job Summary: Applicant will be the staff presence for evening events. Lobby Attendant is responsible for welcoming visitors to the church in a friendly and courteous manner. They should be able to assist visitors to their destination, help with audio-visual equipment, and be able to introduce Unitarian Universalism and direct visitors to where more information can be found.

Essential Functions:
- Be informed about daily meetings and events.
- Greet and direct visitors to their destination.
- Assist visitors with room configurations, AV equipment, and troubleshooting technology.
- Responds to safety hazards according to facility procedures (e.g. water on the floor or objects inadvertently blocking doors.)
- Be familiar with all emergency plans and be able to act upon them.
- Must carry cell phone on them at all times in case of emergency.
- Report any unusual occurrences.
- At all times strive to represent Unitarian Universalist Church of Arlington in the most professional and courteous manner.
- Church shirt and nametag are to be worn while working.

Core Competencies:
- Helping Orientation
- Interpersonal Skills
- Technical Expertise

Minimum Qualifications:
- Ability to set up audio-visual and other equipment.
- Ability to communicate using multiple platforms: text, email, phone, etc.
- Able to speak, read, and write English fluently. Preference for those who speak Spanish fluently as well.

Physical Requirements:
- Able to move throughout the building.
- Able to lift and carry items up to 20 lbs.

About the Unitarian Universalist Church of Arlington, VA

UUCA (www.uucava.org) is a 750-member congregation in the Virginia suburbs of Washington, DC. Our mission is to create a space where one can “come for community, find inspiration, and live with purpose.” We are part of the Unitarian Universalist Association (www.uua.org), a progressive religious
tradition that affirms the worth and dignity of every person and welcomes people of many beliefs to create community together.

**Diversity Statement:**
UUCA is an Equal Opportunity Employer. As we seek to create a staff team reflective of the significant diversity in the Arlington community, those from a diverse faith heritage, people with disabilities, BIPOC candidates, Hispanic/Latino/a/x candidates, and LGBTQIA candidates are strongly encouraged to apply.

**Background Check:**
The applicant must be eligible to work in the United States and will be subject to a background check and sex offender check.

Please submit a resume and cover letter. Send application materials by e-mail to nsteele@uucava.org or mail to UUCAVA, Attn: Nikki Steele 4444 Arlington Boulevard, Arlington, VA 22204.