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Position Title:	ACTS Resource Center Manager
Hours/week:	12-16 (part-time)
Reports To:	ACTS Director
Classification:	hourly/non-exempt
Pay Range	\$16.00-\$20.00 per hour, dependent on experience
Benefits	403(b) retirement plan participation; paid sick leave; travel stipend

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This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

#### PRIMARY RESPONSIBILITIES:

- Cleans Resource Center (RC) weekly to include vacuuming, bathroom, garbage, conference room and pantry
- Cleans carpets as needed
- Indoor maintenance - replacing lightbulbs, painting, water dispenser, etc.
- Outside maintenance not covered by property manager — sweeping, window cleaning, weeding, etc.
- Takes out garbage weekly for trash pick-up
- Manages RC space and moves items as needed for various ministries
- Supply runs for RC
- Assists Director on shopping trips for ministry program needs and events
- Maintains ACTS vehicles and trailers, keeping tags and insurance cards current
- Schedules/performs all maintenance and repairs for ACTS vehicles and trailers
- Cleans vehicles and trailers
- Assists Director and Grill volunteers with Grill training and events
- Maintains grill in preparation for upcoming events
- Keeps propane tanks full and ready to go for all events
- Cleans grill thoroughly after each grill event
- Assists ACTS Coordinators in various duties or shopping as needed
- Assists ACTS Director and Coordinators with materials and supplies for ACTS

#### SATURDAYS and projects in community

- Is point of contact for all deliveries, inspections and repairs; is present during all appointments for vehicles, deliveries and RC repairs
- Maintains Rockrimmon food collection — works with daily volunteers and assists with food pick up when volunteers are not available
- Maintains Feeding Families bin at all campuses — completes repairs when necessary
- Other duties as required by any ACTS Ministry personnel

#### SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. A heart for the ACTS Ministries and a desire to serve the people of Colorado Springs
4. Previous experience maintaining a warehouse and handling deliveries
5. Ability to repair minor electrical/plumbing issues
6. Previous experience maintaining vehicles
7. Good organizational skills
8. A self-starter with little need for regular supervisory input
9. A valid driver license and clean driving record
10. Regular use of personal vehicle to make pick-ups/deliveries likely; truck or similar helpful
11. Ability to lift and carry up to 50 lbs.; able to move large and/or heavy items without injuring self
12. Available to work Saturdays and evenings or extra hours during busy seasons, as needed