

**Title:** **Blackhawk Fitchburg Hauling and Facilities Assistant**  
**Reports to:** Facility Director  
**Status:** Adjunct (8 hours/week), Non-exempt  
**Schedule:** Sundays 5:15 am-1:45 pm; flexibility to have up to 6 Sundays off per year  
**Position Objective:** Ensure the Blackhawk Fitchburg trailers are transported to the Fitchburg site, oversee the setup and take-down process, and support the Fitchburg site facility needs.

## **Responsibilities**

### ➤ **Oversee Sunday Facility Logistics**

#### HAULING

- Ensure all trailers are at the Fitchburg site, and are open and ready to unload by 6 am.
- After services and take-down process is complete, ensure all trailers are transported to the storage location.

#### SETUP & TAKE-DOWN

- Work alongside the Setup Team and Take-Down Teams on Sundays.
- Train Setup and Take-Down Team volunteers, and cross-train team members.

#### FACILITY SUPPORT

- Wear a radio, be available for needs that arise and, when not doing a task or connecting with volunteers, be present in the Atrium as an additional staff presence.
- Clean the coffee percolators and air pots.
- Ensure the Fitchburg site is neat and tidy.
- Be a team player and serve where needed to ensure a positive Sunday experience.

### ➤ **Maintain Assets**

- Regularly inspect the trailers and equipment to ensure safety and proper maintenance.
- Communicate any truck or trailer repair needs to the Facility Director.
- Work with the Facility Director and outside vendors on any necessary repairs or improvements, as well as purchasing parts or supplies.
- Foster a relationship with and be the first line of communication to the Savanna Oaks Middle School janitor.
- Work with the Facility Director on additional general projects as assigned.

## **Qualifications and Skills**

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk

Teachable attitude, exhibiting a spirit of joy and helpfulness

Excellent interpersonal skills – ability to deal with a variety of people in different situations

Self-initiator, responsible, flexible, problem-solver, high energy

A person of integrity, exercising mature and independent judgment, confidentiality and tact

Team player with the ability to work well with other volunteers and staff

Experience in tasks/skills related to asset maintenance (e.g., using tools)