

## Scheduler

Reports to: Director of Operations  
Effective: May 2022  
Status: Part time  
FLSA: Hourly, non-exempt position

### **Job Summary – Scheduler – 12 Hours per Week**

The Scheduler is a position that assists Members, Friends and non-Members (Clients) who would like to use First UU facilities for events such as weddings, Celebrations of Life/Memorial services, workshops, classes, parties, lectures, music concerts and other events. This position coordinates all the various elements of these events and oversees the hiring of the event coordinator, sound technician and other vendors as required.

### **Essential Functions**

- Maintains in a timely manner First UU's Event Calendar, making sure there are no double bookings. Publishes weekly calendar for staff meetings.
- Thorough knowledge of First UU's scheduling software.
- Thorough knowledge of First UU's campuses and available equipment and technology resources.
- Maintains in a timely manner entry of submitted Property Use Request forms.
- Hires and directs hours of staff and/or independent contractors for event coordinator, sound technician, etc.
- Collects all proper documentation from users/clients, such as signed and dated Facilities and Parking Policy and Agreement, verifying non-profit status and valid insurance coverage for each event, and other documents as needed.
- Prepares in a timely manner invoices for fees charged to users and handles collection of payments for invoices in a timely manner with reminders as needed.
- Facilities Set Ups – does input for and then runs weekly set up report for First UU's custodian for coordination of room set ups for all events for upcoming week.
- Communications – works with Members, Friends and clients via telephone and emails in all aspects of specific space and equipment requirements. Facilitates special needs or rescheduling with all parties if needed and can be worked out. Meets with clients as needed for tour of facilities and answers questions about the use and care of the facilities.
- Parking Lot and validations – works weekly with First UU's parking lot lessee, Ace Parking, to advise of upcoming events and special needs of each group using the lot. Coordinates production and use of parking validations as needed.
- Works with Staff regarding new policies and procedures around event scheduling, i.e. wedding and reception packages.
- Acts as a back-up Event Coordinator as needed.

### **Other Responsibilities**

- Helps with room set ups as needed.

- Maintains an inventory of logistical resources.

### **Minimum Qualifications**

- High school diploma or general education degree (GED)
- Strong communication and teamwork skills with First UU staff, Members, Friends and clients
- Strong computer skills, i.e. Outlook, ServiceU, Excel, and Word
- Ability to work independently and as Member of the team
- Ability to maintain confidentiality of all records and information
- Strong customer service skills
- Ability to multi-task
- Dependability, ability to communicate clearly, and honesty.
- Able to follow directions and manage time
- Able to work independently
- Strong relational skills, takes direction well, punctual, good attention to detail, and a good team player
- Although FUUSD is a religious organization, employee's religious affiliation is immaterial. However, sensitivity to the identity and mission of FUUSD is necessary for effectiveness in this role.
- Values and commits to the work of becoming a more anti-racist/anti-oppressive/multicultural organization

### **Physical Requirements**

- Able to move freely in and out of different church campus venues
- Physically able to push, pull or lift up to 60 pounds

First Unitarian Universalist Church of San Diego is committed to creating a diverse and inclusive community, and is proud to be an Equal Opportunity Employer and does not discriminate with regard to age, race, color, ethnicity, national origin, gender, gender identity, gender expression, sex, affectional or sexual orientation, marital status, abilities, socioeconomic status, spiritual practice or religious belief.

### **Compensation:**

This part-time position includes a salary for this position of \$17.00/hr and position starts effective July 5, 2022. Details about compensation and benefits will be discussed during the interview process.

### **Application Process:**

Please send a cover letter, resume and related materials to [careersfirstuud@gmail.com](mailto:careersfirstuud@gmail.com) including Scheduler in the subject line. Deadline to apply is Sunday, June 15, 2022.