

Building and Grounds Coordinator
Southport United Methodist Church
Part-Time – Approximately 10 to 15 hours a week
Reports to: Church Administrator

The Building and Grounds Coordinator is responsible for the basic upkeep and appearance of the church facilities and grounds. This role supports a welcoming and safe environment for worship, programs, and child care activities by performing maintenance, coordinating room setups, and engaging volunteers for facility-related tasks.

Key Responsibilities:

- Keep indoor and outdoor spaces clean and tidy, including trash removal and light landscaping (e.g., mulching, small repairs). Work is beyond that of our cleaning and landscaping company.
- Perform maintenance and basic repairs (e.g., minor plumbing, HVAC, carpentry).
- Set up and reset furniture for meetings, events, and worship services.
- Coordinate with the Church Administrator and Child Care Director to respond to facility needs.
- Lead and organize volunteers for facility projects and seasonal church workdays (minimum four per year).
- Test Elevator Monthly

Qualifications:

- Alignment with the mission of Southport United Methodist Church.
- Experience in general maintenance or facilities work.
- Ability to lift/move furniture and perform physical tasks.
- Strong organizational skills and comfort working independently.
- Ability to lead and work alongside volunteers.
- Current attendance at Southport UMC is a plus, as existing relationships with volunteers are beneficial. Sunday Morning Presence is preferred.

Working Conditions:

- Work is performed both indoors and outdoors in varying weather conditions.
- Requires standing, walking, bending, lifting, and using various tools and equipment.
- May involve working at heights or in confined spaces on occasion.

Application Process:

Interested candidates should submit a resume and cover letter to office@sumc.org. Applications will be reviewed on a rolling basis until the position is filled.