

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Building and Grounds Team Chair

Service Opportunity Brief Description:

The Chair of the Buildings and Grounds (B&G) Team coordinates activities of volunteers and contractors for maintenance, inspections, and capital improvements of Albany UU property, which includes grounds and buildings, but not gardens.

Service Opportunity Detailed Description:

The Team Chair works closely with the Church Administrator to identify projects that need to be accomplished. The Committee Chair decides if the work should be done by a contractor or a volunteer.

For jobs handled by a contractor, quotes are requested from several suppliers before one is chosen for the job. Selecting contractors for projects or maintenance contracts is the responsibility of the Team Chair in consultation with the Church Administrator. Communication between the Church Administrator and the B&G Team Chair is vital to the successful maintenance of the property.

There are no formal committee meetings.

Length of Service Commitment: 1 year

This opportunity will enable you to... gain satisfaction that you are contributing to the welfare of the church “family” because everyone deserves a well-maintained building. Volunteers may also learn new skills as they do things that are meaningful to the church community.

Skills Needed: Organization skills, ability to motivate people to participate in events, communication skills, project management skills and some handyman skills.

Training, assistance, and safety requirements: On the job training.

Number of positions available: 1

Key words: painting, repair, carpentry, electric, plumbing, handyman