

First Unitarian Universalist Society of Burlington, Vermont

Position Description

Position Title:	A/V Assistant	Effective: 4/24/2024
Reports To:	A/V Manager	
Status:	Part-Time	
FLSA:	Non-Exempt	

Normal working hours: Approximately 3 - 5 hours per week

Position Summary:

The A/V Assistant will work with A/V Manager and volunteers to livestream and record Sunday worship services, Weddings, Memorial Services, and various other services and events.

Essential Functions:

A/V Equipment Specialist - Maintain knowledge of the Society's live streaming and audio equipment.

Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.