

**Agape International Spiritual Center**  
**PARKING LOT TEAM LEADER**  
**Position Description**

**Job Title:** Parking Lot Team Leader  
**Reports To:** Chief Administrative Officer  
**FLSA Status:** Exempt

**Summary:** The Parking Lot Team Leader performs a variety of tasks relative to the management of the Agape International Spiritual Center's (AISC) parking lot(s) and leadership of the Parking Lot Team. The Parking Lot Team is responsible for maintaining and ensuring the efficient operation and management of the parking lot(s) and AISC parking needs, during Sunday service and all other AISC events and activities. This is a part-time, exempt position.

**Essential Duties and Responsibilities** include the following: (Other duties may be assigned)

- Responsible for setting up the parking lot areas prior to AISC activities and events, including placing signs in locations visible to those seeking parking.
- Lift and/or position barricades in order to open or close parking areas.
- Greet congregants and visitors.
- Direct congregants and visitors to parking areas or parking spaces, using hand signals or flashlights as necessary.
- Keeping parking areas clean and orderly to ensure that space usage is maximized.
- Patrol parking areas in order to prevent vehicle damage and vehicle or property thefts.
- Communicate with Parking Lot Team members, Facilities & Maintenance Team members, AISC Sacred Service Volunteers and direct Team members as needed.

**Job Activities:**

- Dealing directly with congregants, visitors and guests of AISC.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Analyzing information and evaluating results to choose the best solution and solve problems.
- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

**Skills:**

- Service Orientation - Actively looking for ways to help people.
- Speaking - Talking to others to convey information effectively.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Time Management - Managing one's own time and the time of others.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Coordination - Adjusting actions in relation to others' actions.
- Instructing - Teaching others how to do something.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Abilities Needed:**

- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Far Vision - The ability to see details at a distance.
- Speech Recognition - The ability to identify and understand the speech of another person.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Multilimb Coordination - The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Spatial Orientation - The ability to know your location in relation to the environment or to know where other objects are in relation to you.

**Qualifications:** To perform this job successfully, this individual must be committed to the mission, philosophy and vision of the AISC. This person must adhere to the AISC Standards of Conduct at all times. **Must be able to work weekends and evenings.**

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

**Education:** Preferred - High school diploma; two (2) years related experience and/or training; or equivalent combination of education and experience. Must have a valid California driver's license.

**Equipment:** To perform this job successfully, an individual should be able to use the following office equipment: Desktop Computer, Printer, Multi-line telephone, Mobile phone, Facsimile machine, Photocopier, Digital Camera, and Calculator, TV, internet and Security cameras with monitoring function as requested by law enforcement authorities.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to walk up stairs, as the AISC has no elevator.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

**Job Announcement Open Period:** Open until filled

**Contact Person:** Thelma Chichester, Chief Administrative Officer  
Agape International Spiritual Center  
5700 Buckingham Parkway  
Culver City, California 90230

**HOW TO APPLY:** Application packages will be accepted electronically at: [jobs@agapelive.com](mailto:jobs@agapelive.com) or via U.S. Mail at the above listed address.

**REQUIRED DOCUMENTS:** The following documents are required to complete the application package and must be provided by the closing date of this announcement:

Resume – Your resume may be submitted in any format.

**WHAT TO EXPECT NEXT:** If you provided an email address, you will receive an email message acknowledging receipt of your application.

If you do not provide an email address, you are responsible for checking status updates and notifications. Hard copy notifications will not be sent.

Once a determination has been made an email communication will be forwarded to you with further instructions.

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