



Facilities Coordinator

Job Description

7/6/2023

Job Purpose:

Maintain and coordinate all available facilities and vehicles for the ministry and facility activities of WCC, and recruit, support and lead volunteers for facilities roles.

Supervisor: Facilities Director

Qualifications:

- High School Degree required; 3 years maintenance experience preferred.
- Ability to be trainable and coachable.
- Ability to be self-directed as well as possess a team attitude with WCC staff.
- Must desire to serve all areas of WCC in behind-the-scenes roles, bringing people to Jesus Christ through servanthood.
- Must have a valid driver's license.
- Must be able to recruit and lead teams of volunteers.

Job Classification

Part Time/Non-Exempt

- Saturday and Sundays may be regular workdays.
- Flexible schedules may be necessary and dependent on facility needs.

Essential Functions:

1. Facility Maintenance:

- a. Determine and complete property, facility and vehicle repairs and improvement projects as directed.
- b. Complete all exterior maintenance responsibilities as assigned and agreed upon.

2. Volunteer Recruitment and Leading

- a. Contact and recruit new facilities volunteers.
- b. Coordinate and schedule volunteers.
- c. Encourage, support and lead facilities volunteers in their roles.

3. Miscellaneous:

- a. Provide on-site presence for ministry and other events as needed.
- b. Help with facility setup needs for ministry events.
- c. Potentially be on-call to respond to any alarm or other emergency needs.
- d. Other support or needs as determined by supervisor for ministry.

4. Other

- a. Must be able to lift 50 lbs.
- b. Equal Opportunity Employer.