



## **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.
- Trainable and Coachable
- Ability to be self-directed as well as a team attitude with WCC staff.
- Must desire to serve all areas of WCC in behind the scene roles, bringing people to Jesus Christ through servant hood.
- Must have 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.

#### **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 set up needs for ministry events.
- c. Potentially will need to be on-call response for 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