

The Crossing

Facilities Position Profile

Date: 04/19/2018

Position Title: Facilities Coordinator

Ministry

Operations

Department: Operations

Supervisor: Facilities Director

Status: Part Time Full Time

Non-Exempt

Exempt

Total Hours: 25-28 hrs

Foundational Scriptures

“God is not unjust; he will not forget your work and the love you have shown him as you have helped his people and continue to help them.” Hebrews 6:10

“Work willingly at whatever you do, as though you were working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and that the Master you are serving is Christ.” Colossians 3:23-234

“For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” Mark 10:45

Summary of Role

- To provide such an environment that will easily enable all people to enter into a relationship with Jesus.
- To uphold a safe, accessible, and beautiful physical environment and to deliver an exceptional guest experience through service and stewardship.

Primary Objectives

- Own the responsibility of making the Crossing Church an exceptionally immaculate physical environment
- Coordinate and lead volunteers to accomplish tasks
- Engage and develop volunteers to have a deepening relationship with Christ
- Be an integral and connected part of the Crossing staff and Facilities team
- Accomplish goals that line up with the Crossing ministry dashboard to support further church growth and movement
- Exhibit an engaging personality and a servant’s heart

Specific Duties / Tasks

- Be available and ready for specific and/or irregular duties as assigned by the Facilities Director
- Practice efficiency and manage your time well. Record hours on weekly time sheets via our online tracking system
- Complete all assigned responsibilities and tasks
- Be able to lift up to 50 pounds and lead in the coordination and setup of events
- Attend scheduled facilities staff meetings
- Use hazardous chemicals to accomplish maintenance and janitorial tasks
- Communicate with volunteers by telephone or email
- Have basic computer skills like Word, Excel, Outlook
- Check emails every shift
- Recruit volunteers as aligned with monthly pipeline goals
- Support and encourage team members during meetings, overlapping schedules, and when clocked out
- Assist in security situations when dealing with aggressive or belligerent people

Qualifications

- Growing walk with Jesus Christ, exemplified by a life of integrity, discipline,
- Whole-heartedly supports and models the mission, vision and values of The Crossing

The Crossing

- Regularly attends weekend services
- Pursues relationships with non-believers
- Extends invitations for weekend services to non-believers
- Faithfully tithes
- Relates and works well with church staff and leadership
- Strong organizational, communication and administrative skills