

Churchome

Job Description

Sunday Facility Coordinator

I. PURPOSE

The Sunday Facility Coordinator is responsible for coordination and implementation of campus operations and security for Churchome Downtown Campus on Sundays.

II. TARGETS

- A clean and well-maintained facility for Sunday gatherings that helps to create an atmosphere for building community.
- A secure facility where the Downtown Community can safely build relationship with Jesus and each other.

III. RESPONSIBILITIES

- Facility/Atmosphere
 - Handling room set up and tear down and event support for Gatherings on Sundays
 - Respond to requests on Sundays regarding facility cleanliness and maintenance
- Security
 - Coordinate with onsite security and the central facilities team to prepare for and handle any security issues that come up with discretion and care.

IV. FOLLOW UP

- 30-Day Check-In with HR
- 90-Day Review with Campus Operations Manager
- Weekly Meeting with Campus Operations Manager RE: Sunday Priorities

V. FOLLOW THROUGH

- If targets are being met on a consistent basis, great!
- If targets are not being met on a consistent basis, a meeting with the Campus Operations Manager to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

VI. EMPLOYMENT STANDARDS

Education/Experience:

- Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying.

Knowledge/Skills:

- Attention to detail
- Ability to work independently within a team environment

Work Status: Non-Exempt, Hourly, PT, 10 hours/week
Supervisor: Campus Operations Manager
Staff Supervision: None
Work Schedule: Sundays

Employees of Churchome must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.