

SHILOH COMMUNITY CENTER AND CAMPUS MANAGER
JOB DESCRIPTION

TITLE: Shiloh Community Center and Campus Manager

PURPOSES: To oversee the Shiloh Community Center (SCC), working with ministry leaders to provide a place for effective ministry, and to develop and maintain the SCC as a place of income generating ministry and outreach to the community. To oversee the cleanliness, maintenance, and improvements related to our campus, including all buildings, landscaping, parking areas, and their related utilities.

REPORTS TO: Executive Pastor

PRIMARY GIFTEDNESS:

- Developer – one who sees potential and puts the necessary elements in place to bring that potential to life
- Administrator – One who creates order out of chaos through systems that brings the desired outcome

DESIRED SKILLS:

- Experience in business development
- Experience in people management
- Experience in property management and/or general knowledge of building and landscape maintenance

QUALIFICATIONS:

- Must be a healthy Christian leader who lives a godly life both personally and publicly
- Must be an active member of Shiloh Community Church who consistently attends and serves within the local body
- Able to work in a team environment

GENERAL DUTIES:

Shiloh Community Center

- Hire appropriate staff to oversee the needs of the Shiloh Community Center (SCC) and provide adequate training for all who serve in these capacities
- Establish and oversee a schedule of rental groups that maximizes the use of the SCC Building with priority being given to ministry and outreach events that are directly sponsored by the ministries of Shiloh and its leadership
- Use current church calendaring software to oversee all calendaring related to the SCC
- Maintain effective communication with all rental groups and ministry leaders regarding contracts, billing and scheduled events
- Establish, post, and communicate building use schedules
- Schedule necessary event staff for SCC events
- Work with Office Manager and/or Bookkeeper in overseeing correct payment of SCC staff
- Oversee all opening and closing of SCC

- Maintain a safe, comfortable, welcoming, and clean environment within the SCC
- Oversee the set up/clean up and transitions between groups using the SCC
- Maintain all equipment associated with the SCC
- Enforce usage policies related to SCC, and suggest new policies to the Executive Pastor as needed.

Campus Manager

- Manage and oversee custodial staff
- Assemble and communicate weekly custodial schedule to staff
- Research and secure competitive rates for utilities and services
- Research and secure competitive pricing for all supplies needed for the cleaning and maintaining of the church campus
- Communicate and work with outside vendors related to church campus
- Develop and maintain a priority list of all maintenance and development needs related to the church campus and action plans to accomplish them
- Work with Executive Pastor on Campus Projects and Initiatives
- Oversee annual storage clean out with staff (i.e. sheds, closets and attic storage area)
- Oversight of maintenance and supplies of campus kitchens
- Oversee volunteer projects including but not limited to:
 - Parking for major events
 - Seasonal campus decorations (working with the Worship Pastor on decorations for the Worship Center)
 - Church work days as needed

Miscellaneous Duties

- Attend Staff Meetings as requested by Lead or Executive Pastor
- Establish proposed annual budgets for the SCC (Community Center) and Campus Ministries (Buildings and Grounds)

WORK WEEK AND HOURS:

- 22 hours per week to be dispersed over 4-5 working days per week
- See church employee handbook for vacation, sick days and holidays

SALARY AND BENEFITS:

- The annual wage is based on experience and position range. Wage to be reassessed in conjunction with performance appraisals and/or annual budget process.
- Wages are paid 1st and 16th of each month
- Group health insurance is not available for part-time employees