

TITLE: Director of Operations

CAMPUS TEAM

REPORTS TO: Campus Pastor

SALARY: 40 hours

POSITION SUMMARY

The Director of Operations facilitates our mission of introducing people to Jesus by ensuring seamless campus operations and empowering staff and volunteers to create a welcoming, supportive environment for all. Through coordinating daily logistics and leading volunteer teams, this role fosters a community where life-changing encounters with Jesus can thrive.

POSITION RESPONSIBILITIES

- Day-to-day operations at the campus
 - o Facility general maintenance
 - o Campus procurement/logistics
 - o Scheduling and communication of campus events
 - o Police Officer scheduling
 - o Counting weekly offering and financial deposits
- Recruiting and Coordinating Operation Dream Teams
 - o Facilities Team
 - o Security Team
 - o Administration Team
 - o Events Team
 - o Count Team
- Support Staff and Campus Leadership
 - o DreamTeam Nights Procurements and Planning
 - o Campus Calendar / Room Reservations Management
 - o Responding to Facility Tickets
 - o Church systems training and troubleshooting
- Leading Events and Special Projects at Campus
 - o Coordinating Special Events Project Timelines
 - o Procurement for events
 - o Set up and tear down for events
 - o Hospitality procurement and planning

MEASUREMENTS

The position will be evaluated by the following quantifiable measurements:

- Number of unscheduled disruptions to campus operations
- Number of active Dream Team and retention of volunteers for all teams
- Weekend prep execution and the overall preparedness of the facility and operations
- Campus events executed on-time and within budget

Formatted: Normal

WORKWEEK SCHEDULE

The position will operate on the general schedule listed below, but is subject to change based on the addition of events or rehearsals, holiday schedules, or supervisor discretion:

- Monday – Wednesday: 9-5
- Thursday – Friday: 9-2
- Saturday: OFF
- Sunday: 7:30 – 1:30

ACCOUNTABILITIES

The position will also be held accountable for the following:

- Being a tithing contributor in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability

DISCLAIMER

Nothing in this job description restricts the right of the Position's Supervisor to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

[ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position](#)