

TITLE: Director of Safety & Facilities

CENTRAL SUPPORT

REPORTS TO: Senior Director of Safety & Facilities

SALARY: 40 hours per week

POSITION SUMMARY

The Director of Safety & Facilities is responsible for the construction, renovation, and maintenance of CedarCreek Church's physical spaces. This role leads, develops, and implements safety and security strategies to protect guests, staff, and volunteers. Through the management of security programs, coordination of training, and oversight of resources, this role helps foster a clean, safe, and welcoming environment that reflects the church's mission and supports its goal of introducing people to Jesus and the life-changing adventure with Him.

POSITION RESPONSIBILITIES

Facilities:

- Partner with campus teams to maintain and improve physical structures, both interior and exterior.
- Collaborate with the Senior Director of Facilities to ensure all buildings are properly maintained and aligned with church standards.
- Oversee the physical integrity and appearance of buildings and grounds, ensuring assigned tasks are completed with excellence.
- Provide guidance and support to Campus staff and DreamTeam volunteers on facility-related projects.
- Cultivate and manage relationships with skilled attenders—such as contractors, carpenters, painters, and lawn service providers—who contribute their expertise to church needs.
- Coordinate multiple projects and timelines across campuses with strong organizational and follow-through skills.

Safety

- Develop and maintain security policies, emergency plans, and safety procedures for all campuses.
- Conduct regular risk assessments and ensure CreekHelp and safety documentation are up to date.
- Coordinate five annual Safety Team training courses and lead onboarding, CPR, and emergency procedure sessions.
- Recruit, train, and equip Safety and Medical Team volunteers for events and camps.
- Support campuses in onboarding and supervising Dream Team safety volunteers.
- Provide equipment safety training (e.g., lift operation).
- Manage fobs, keys, radios, and security systems (cameras, alarms, access controls).
- Oversee medical supply inventory with Cintas and campus teams.
- Recommend and manage budgets for safety equipment and training.
- Align safety initiatives with facility goals in partnership with the Senior Director.
- Collaborate with law enforcement, emergency services, and ministry leaders to ensure safe and welcoming environments.
- Pursue and manage security grants.
- Lead response and investigation of security incidents, document findings, and implement corrective actions.
- Serve as the primary contact for security emergencies.

PREFERRED QUALIFICATIONS

- Experience:
 - 2 years of experience in security management, preferably in a multi-site or large-scale environment
 - 2-years of facility maintenance experience
 - Experience in a church, nonprofit, or community-based organization is a plus
- Skills and Abilities
 - Flexibility to work weekends, evenings, holidays, and on-call hours to support church events and emergencies
 - Construction or building skills
 - Strong leadership and team management skills
 - Proven ability to remain calm and decisive in high-pressure situations
 - Excellent communication and interpersonal skills
 - Ability to learn and use CedarCreek and Microsoft programs to communicate effectively

MEASUREMENTS

The position will be evaluated by the following quantifiable measurements:

- Structural appearance and integrity of the Facilities
- Adherence of the budget
- Meeting project timelines
- Annual Employee Evaluation

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 through Thursday: 9-5
- Friday: Flex Day
- Saturday: Flex Day
- Sunday: 8-2

Flex Day: Employee will work 2 hours either Friday or Saturday with the opposite day being a day off

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

DISCLAIMERS

The measurements and responsibilities of this role may evolve over time to meet changing organizational needs. Accordingly, the Supervisor may assign or reassign duties and responsibilities to the employee as needed. This position is classified as at-will, meaning either the employee or the organization may terminate the employment relationship at any time, with or without cause or notice.

CedarCreek Church is committed to providing reasonable accommodations for qualified individuals with disabilities in our hiring process and throughout employment, in accordance with the Americans with Disabilities Act (ADA). If you require assistance or accommodation due to a disability during the application or interview process, please contact HRCoordinator@CedarCreek.tv.