

TITLE: Director of Operations

CAMPUS TEAM

REPORTS TO: Associate Pastor

SALARY: 40 hours per week

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
 - Campus procurement/logistics
 - Scheduling and communication of campus events
 - Police Officer scheduling
 - Counting weekly offering and financial deposits
- Recruiting and Coordinating Operational Dream Teams
 - Security Team
 - Administration Team
 - Events Team
 - Count Team
- Support Staff and Campus Leadership
 - DreamTeam Nights Procurements and Planning
 - Campus Calendar / Room Reservations Management
 - Church systems training and troubleshooting
- Leading Events and Special Projects at Campus
 - Coordinating Special Events Project Timelines
 - Procurement for events
 - Set up and tear down for events
 - 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

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: 9-2
- Friday: OFF
- Saturday: 2:30-6:30
- Sunday: 7-1

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

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.