

FACILITIES DIRECTOR

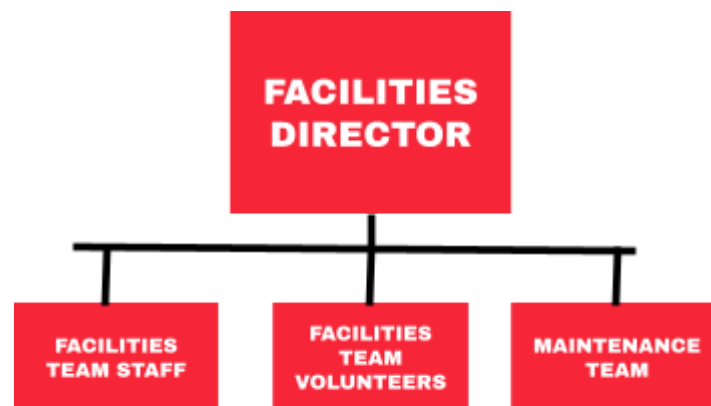
Equips Hampton Facilities Team to create a welcoming & safe environment.

The Facilities Director position is a full-time role requiring 40-50 hours a week.

WHO DO YOU IMPACT?

- **OPERATIONS DIRECTOR/ COUPLE'S PASTOR**
 - Extends the vision of the Operations Director/ Couple's Pastor and enables them to focus on other major pieces and needs of all the facilities areas and pastoral care.
- **FACILITIES TEAMS**
 - Leads the planning, coordination, and execution of the Facility Team's ongoing priorities and initiatives.
- **MAINTENANCE LEAD & APC VOLUNTEERS**
 - Leads and coordinates the Maintenance Team and volunteers in completing routine maintenance and special event projects.
- **APC STAFF**
 - Maintains regular communication with ministry leaders and staff to ensure the facility effectively supports ministry activities and needs.
- **APC ATTENDERS**
 - Provides a clean and safe environment for attenders to experience God.

WHO DO YOU LEAD?



RESPONSIBILITIES AND EXPECTATIONS

• TEAM BUILDING & TRAINING

- Weekly communication with supervisor & team during one-on-one meetings, phone calls or emails/texts.
- Assesses, trains & leads the team regularly based on the vision and best practices, guiding team members in what needs to be accomplished.
- Encourages team members in the work they do, and reports work ethic issues among team members.

• SCHEDULING REQUESTS & RESOURCES

- Schedules staff and work plans based on building/ministry usage and communicates to the Facilities Team.
- Schedules and communicates ministry agreements in advance with staff and provides follow up.
- Maintains major events, groups' agreements and supply requests per the Operations Director.

• MAINTENANCE

- Schedules routine and emergency maintenance work plans based on building needs.
- Communicates any ministry impacts maintenance will have to the ministry leaders and provides follow up communication as needed.
- Manages contractors to maintain major systems such as the elevators, roof, parking lots, HVAC and fire/ security.
- Coordinates new projects as needed.
- Oversees a volunteer Maintenance Team for smaller projects.

SPIRITUAL EXPECTATIONS

This **staff member** is responsible for spreading the message of Jesus, minister to people by sharing biblical perspectives of our ministry, leading in prayer, caring for others in a Christ centered scriptural way, and helping to ensure that every person experiences God each time they come through our doors. He/She has reviewed, agrees with and represents our Allison Park Church spiritual beliefs (outlined in our current handbook, constitution and bylaws) and has committed to live a lifestyle that aligns with those beliefs. and has signed a letter of acknowledgement.

