

## FACILITIES DIRECTOR ROLE DESCRIPTION - PART TIME

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- **Purpose of the Job:**
  - Maintain an excellent condition of all facilities and grounds.
  - *Lead and equip Coordinators* to fulfill the mission, vision, and values of Celebration Church.
- **Experience and Knowledge Required:**
  - Grounds/maintenance experience
  - Interpersonal and verbal skills
  - Proven leadership skills
  - Completed Crash Course
  - Served at Celebration for over one year
  - Baptized
  - Successfully served as coach/teacher/group leader for 3 months
  - Successfully served as coordinator for 3 month
  - Proven spiritual competency
- **Essential Functions and Responsibilities:**
  - Oversee your specific area of ministry
  - Equip and develop Coordinators to succeed in their role
  - Love and care for coordinators
  - Protect the health and effectiveness of the team and its members
  - Grow the team and its members
  - Schedule and facilitate Check-Ins with Coordinators every five weeks
  - Communicate relevant information
  - Analyze data with Coordinators
  - Approve team strategy
  - Plan volunteer training and appreciation events
  - Present relevant ideas and suggestions from Coordinator to Executive Director
- **Biblical Leadership Behaviors (1 Timothy 3:1-12, Titus 1:6-9):**
  - In the Word and prayer
  - Faithful to one spouse of the opposite gender
  - Leads household well
  - Have respect of your children
  - Of good report with others
  - Above reproach, beyond criticism

- **Church Engagement:**
  - Agree and contend with our doctrinal statement
  - Attends church consistently
  - Attends applicable leadership meetings consistently
  - Attends Worship and Prayer Nights consistently
  - Attend All Team Rally (one or two a year)
  - Tither
  - Mastery of Leadership Playbook
  - Speak publicly in applicable events and meetings
  - Optional: Attend leadership conferences as they are offered
  - Attend 2nd week of Crash Course regularly to recruit Team Members
  
- **Possesses and exhibits the following core values:**
  - Faith - Full of the Spirit and the Word of God
  - Humble - Little Us, Big Jesus / Real / Faithful in Small Things
  - Hungry - Anything Short of Sin / Dig Deep / Swing for the Fences
  - Smart - It's All About the People / Better Together, Honor Everyone
  - Celebration - We Celebrate Prodigals Coming Home
  
- **Supervisory Responsibilities:**
  - Cleaning team
  - Facilities team
  - Facilities/grounds contractors
  
- **Team Specific Responsibilities or Requirements:**
  - Regular building maintenance (lights, A/C, cleaning, etc)
  - Maintain grounds (mowing, weeding, trimming, etc)
  - Manage warehouse storage
  - Manage security, camera, and door systems
  - Complete any projects as needed