

## JOB DESCRIPTION

### COORDINATOR

CAMPUS: BATH



**Ministry Area:** Administration

**Ministry Position:** Ghent Facilities Coordinator

**Time commitment:** 25 hours per week, part-time hourly, non- exempt status

**Report to:** Jason Catlett, Bath Campus Facility Manager

#### Position Overview

The Ghent Facility coordinator provides facility services to Ghent Rd. This position directly supports Grace Church Bath Campus with excellence in servicing its ministries and events related to safety as well as appearance and function.

#### Essential Job Functions

- Cleaning which includes daily tasks such as vacuuming, cleaning restrooms, restocking restrooms, wiping down all surfaces, cleaning carpets, washing windows, mopping floors, emptying trash, taking trash to the dumpster and other various “cleaning” tasks.
- Coordinate the facility for weekend services at the Ghent building which includes opening and closing the building on Saturdays and Sunday after services.
- Auditorium readiness which includes building a team and making sure the chairs and furniture are set up prior to service any clean-up/chair removal post service.
- All set up and tear down for Grace College classes.
- Report to Facility Manager any repair or renovation projects needed at the Ghent building.
- Interaction with vendors, guests, and regular attendees is necessary as we represent not only Grace Church, but also Jesus Christ.
- An ability to work unsupervised to accomplish a variety of tasks.
- Schedule flexibility: This position requires flexibility in your schedule to allow the building to be ready for ministry use and respond to emergency situations.
  - There is a semi-regular weekly cleaning schedule, but due to the use of the buildings, there are times when that can change.
  - Requires weekend and holiday working hours.
  - Requires flexibility to do what it takes to allow our church services and events to occur in an excellent fashion and being someone who will treat the church facilities as their own.
- Point person for the team for “all Campus events” at Ghent Rd, when needed. Ex: Christmas, Easter, Worship Nights, Communion, Conferences.
- Flexibility to help with all campus events hosted at Montrose, as needed.

#### Physical Requirements

- This position is physically demanding and requires being able to lift a minimum of 30 lbs., with repetitive motions while standing all day.
- The ability to move a variety of furniture and set up and tear down of tables and chairs.
- An ability to use and be safe on a ladder (minimum 8ft high) and to climb to the roof of the church to work on maintenance issues as needed.

### **Technical Requirements**

- Excellent skills with Excel, MS Word, and Office (including Outlook).
- Confidence in your use of technology.
- Willingness to learn website updating and maintenance, Gracelink, etc.
- Acute attention to detail.

### **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (I John 5:14).

### **General Requirements**

- Is a regular and committee attendee of Grace Church, Bath Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

### **Measured By**

- 30-60-90 day and Annual Review by the Facilities Manager.
- Input from leaders, staff, and volunteers.