

# Campus Care Coordinator

## Exhibit “A” Duties of Employee

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### JOB PURPOSE

The Campus Care Coordinator plays a critical role in stewarding and leading the church’s physical environments with excellence, safety, and intentional care. This role is responsible for overseeing all aspects of facility operations. Including maintenance, repairs, improvements, security, and Sunday service readiness; ensuring that church buildings, grounds, and church-owned housing are consistently clean, functional, and well-maintained.

Reporting to the Executive Director of Operations, the Campus Care Director provides both strategic oversight and hands-on leadership, building systems, teams, and vendor partnerships that support ministry effectiveness. The ideal candidate is proactive, organized, and detail-oriented, with strong leadership skills and a commitment to high standards.

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### TOP ROLES

- Lead and oversee all facility maintenance, repairs, and improvements
  - Manage physical infrastructure, safety, and security systems
  - Lead and develop the Facilities Serve Team (skilled volunteers)
  - Ensure facility readiness and routine maintenance during Sunday services
  - Manage vendor relationships and facility-related budgets
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### TOP ROLES & RESPONSIBILITIES

#### 1. Lead Facility Maintenance, Infrastructure, and Improvements

- Oversee all facility maintenance, repairs, and capital improvements.
- Ensure building systems (HVAC, electrical, plumbing, lighting, structure) are functioning properly.
- Maintain exterior areas including parking lots, landscaping, lighting, and building exteriors.
- Provide oversight for both the church building(s) and church-owned house.

#### 2. Develop and Manage a Facility Work Order System

- Implement and maintain a structured work order system for logging and tracking facility needs.
- Define and manage priority levels (urgent, routine, low priority).
- Ensure timely resolution of maintenance issues and track recurring concerns.

### **3. Lead and Build the Facilities Serve Team**

- Recruit, onboard, and lead skilled volunteers with trade experience (plumbing, electrical, drywall, painting, roofing, etc.).
- Create clear schedules, standards, and expectations for volunteer participation.
- Provide training and ongoing communication to ensure quality and consistency.

### **4. Manage Vendors and External Contractors**

- Maintain an approved vendor list for outsourced facility work.
- Coordinate vendor scheduling, scope of work, quality control, and cost management.
- Follow established approval processes and budget guidelines.

### **5. Sunday Services Facility Oversight**

- Ensure all facilities are fully prepared prior to doors opening, including interiors, restrooms, common areas, exterior walkways, parking lot, lighting, and HVAC.
- Provide leadership and coverage for routine facility maintenance during services, addressing cleanliness, trash, restocking, spills, and facility needs as they arise.
- Ensure between-service resets are completed so each service begins with facilities fully refreshed and prepared.
- Oversee a final post-service reset, leaving the campus clean and ready for the week.
- Assign and manage Facilities team members or volunteers to execute Sunday facility standards.
- Identify, document, and follow up on any maintenance, repair, or supply issues discovered during services.

### **6. Facility Inspections, Inventory, and Reporting**

- Conduct regular weekly and monthly facility inspections using standardized checklists.
- Proactively identify maintenance, safety, or aesthetic concerns.
- Maintain inventory of cleaning, maintenance, and repair supplies.
- Provide regular updates and reporting on facility projects, priorities, and upcoming needs.

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## **QUALIFICATIONS**

- Strong organizational, leadership, and problem-solving skills.
- Experience in facilities management, building maintenance, or related fields.

- Ability to manage multiple projects and priorities with excellence and efficiency.
  - Comfortable leading volunteers and coordinating with vendors.
  - Strong communication skills and a collaborative, team-oriented mindset.
  - Demonstrates integrity, stewardship, and commitment to the mission of the church.
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## PHYSICAL DEMANDS

The physical demands described here are representative of those required to successfully perform the essential functions of this role. While the role includes planning, oversight, and administrative responsibilities, it also requires regular movement throughout the church campus.

This may include walking the facility and grounds, occasional lifting of supplies or equipment, assisting with event setup or teardown, and responding to facility-related needs. The role requires the ability to stand, walk, or sit for extended periods and to occasionally perform light to moderate physical tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

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## QUALIFICATIONS SUMMARY

Proactive and solution-oriented leader with a heart for excellence and stewardship. Organized, dependable, and attentive to detail. Effective at building systems, leading teams, and maintaining environments that support ministry and people well. Comfortable balancing strategic oversight with hands-on involvement.

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## Exhibit “B”

### Compensation and Benefits

- **Status:** Full-Time; Salaried
- **Working Days:** Sunday through Thursday, with additional requirements for events and services
- **Hours Per Day:** Estimated 7–8 hours, with the goal of a 40-hour workweek
- **Reports To:** Executive Director of Operations
- **Compensation:** Annually, paid bi-weekly
- **Start Date:** TBD