

# HDC Facility Coordinator



## SPECIFIC JOB DESCRIPTION

To provide leadership to the volunteers who execute the logistics of the setup/teardown process for all services and special events at the campus.

## FELLOWSHIP'S MISSION STATEMENT

Fellowship is a Gospel-centered, multiethnic, intergenerational church that exists to make disciples.

## HOW WE LIVE OUT OUR MISSION

At Fellowship, we are committed to being transformed by the Gospel of Jesus Christ, growing in a life of worship, gathering in community, and giving our lives away on mission.

## SPECIFIC POSITION OBJECTIVES:

1. To recruit and build volunteer teams that are ready to execute the setup/teardown process for campus services/events.
  1. This includes team leaders.
  2. This includes special recruitment initiatives with LifeGroups.
2. To ensure each area that is used for ministry at the campus is ready and re-set, including custodial duties. Setup must be completed within (2) hours before the start of service, not sooner:
  1. This includes children and family ministries spaces.
  2. This includes the auditorium and welcome areas.
  3. This includes parking lots and wayfinding signage.
  4. This includes bathrooms, kitchen and food stations.
  5. This includes others rooms as requested.
3. To coordinate the process of forecasting and communicating setup needs for events.
  1. This includes assisting Guest Relations Director with managing a master calendar for campus.
  2. This includes collaborating with campus leaders to collect and organize needs.
  3. This includes working with the Fellowship Facilities Manager to communicate repairs, replacements and hazards.
  4. This includes working with Fellowship Facilities Manager to track, maintain, store, and transport equipment and supplies needed for ministry at the campus.

We believe that a person's role is not as important as the overarching goal of our mission statement - to make disciples. So we are more interested in enhancing our team with this important role, rather enhancing any one person's ministry or personal objectives.

Fellowship has been recognized as one of the fastest growing multiethnic churches in America, and Wikipedia reports that our region, the San Gabriel Valley, is one of the most ethnically diverse regions in the country.

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## POSITION QUALIFICATIONS

- Experience in managing people and projects
- Experience recruiting and leading volunteers
- Excellent interpersonal and networking skills
- Excellent communication skills
- Attentiveness to detail and accuracy
- Able to lift 50 lbs and work at a brisk pace
- Able to be flexible
- Able to work within a team and motivate others toward common goals
- Able to plan and meet deadlines
- Self-motivated

REPORTS TO: Campus Pastor, Guest Relations Director, and Fellowship Facilities Manager.

## REGULARLY INVOLVED WITH:

- All-Staff meetings [monthly]
- Campus Team meetings [weekly]
- One-on-one meetings with supervisor [bi-weekly]
- Guest Relations team meetings [monthly]
- Other meetings as needed

STATUS: Part time, 13-15 hours per week. (Saturdays 3pm - 8pm; Sundays 7am-2pm)