



Part-Time Facilities Director

PURPOSE OF THIS POSITION:

The Facilities Director provides leadership, oversight, and hands-on management of all church buildings and grounds to ensure a safe, welcoming, functional, and excellent environment for worship, ministry, and community engagement. This role supports the mission of the church by maintaining facilities that serve ministry effectively and reflect good stewardship.

Facilities Management & Operations

- Oversee maintenance of all church buildings, grounds, and parking areas.
- Develop and implement a preventative maintenance schedule for the church building and property.
- Coordinate and oversee routine maintenance tasks, repairs, and improvements, either personally or through delegation to the facilities team or external contractors.
- Obtain quotes and manage relationships with external vendors for larger repairs or specialized services.
- Maintain cleanliness standards (directly or through the cleaning team). Ensure the building and grounds are clean, organized, and presentable.
- Manage inventory of cleaning supplies, maintenance materials, and other necessary resources.
- Address immediate maintenance needs and respond to facility-related requests in a timely manner.
- Ensure seasonal preparation (snow removal, landscaping, etc.)

Team Leadership and Empowerment:

- Provide vision, direction, and support to the teams you oversee: cleaning, safety, facilities, usher, and parking teams.
- Recruit, train, and equip team members, fostering a collaborative and positive team environment.
- Schedule team meetings and activities, ensuring effective communication and coordination.
- Delegate tasks and responsibilities appropriately, empowering team members to utilize their skills and talents.

- Recognize and appreciate the contributions of team members.

Safety, Security, and Compliance:

- Ensure compliance with local building codes and fire & safety regulations
- Maintain safety procedures and emergency response plans, and coordinate this with the Safety Team Coordinator.
- Conduct routine safety inspections and address any identified hazards.
- Oversee security systems (cameras, alarms, access control)
- Maintain proper documentation and inspection records
- Coordinate with local authorities as needed.

Vendor & Contractor Management

- Solicit bids and oversee contracted work
- Manage service agreements and warranties
- Supervise outside vendors and ensure quality control
- Maintain strong relationships with trusted service providers

Budget & Stewardship

- Develop and manage annual facilities budget
- Monitor expenses and recommend cost-saving measures
- Plan for long-term capital improvements
- Provide financial reporting related to facilities

Event Support:

- Collaborate with church staff and ministry leaders to ensure the facility is properly prepared for services, events, and activities (directly or through facilities team).
- Coordinate with the usher, parking, and safety teams to ensure smooth flow and a welcoming experience for attendees.
- Address any facility-related needs or issues that arise during events.
- Ensure the scheduling of teams for needs of Sunday morning and Special Events (facilities team, cleaning team, usher team, safety team & parking lot team)

Problem Solving and Communication:

- Identify and proactively address potential facility issues before they escalate.
- Troubleshoot maintenance problems and implement effective solutions.
- Communicate effectively with church staff, team leaders, and volunteers regarding facility updates, needs, and projects.
- Maintain clear and organized records of maintenance, repairs, and team activities.

WEEKLY, MONTHLY, ANNUAL TASKS

Weekly

- Inspect all church facilities and grounds to ensure everything is in working order, presentable, and displays the spirit of excellence.
- Address immediate maintenance needs and respond to facility-related requests in a timely manner.
- Ensure proper lawn care/snow removal happens every week before Sunday morning services
- Make needful repairs/updates to the building.
- Manage inventory of cleaning supplies, maintenance materials, and other necessary resources.
- Coordinate with Event Rental Coordinator and staff on building usage and needs - ensuring the building is ready for events throughout the week and on Sunday.
- Sunday Mornings: arrive before the team to ensure the safety, cleanliness, and efficiency of the building, oversee and manage the safety, cleanliness, and efficiency of building during services, and then at the close of services ensure the building is properly locked and secured before leaving.

Monthly

- Empower Team Coordinators (Cleaning, Facilities, Security, Parking, Usher) in building, training, scheduling, and empowering their teams.
- Prepare a Summary report of updates, discussion items, and approvals to bring to your monthly Facilities meeting with Pastor Eric.
- Oversee and ensure completion in a timely manner of any current projects
- Attend monthly staff meeting

Annually

- Review and Renewal of Lawn Care and Snow Removal Contracts, Cleaning Services, HVAC maintenance, etc.
- Compliance to Water Testing requirements
- Fire Inspections/Fire Extinguisher Certifications

Qualifications:

- A personal commitment to Jesus and to the mission and values of Alive Family Church
- Demonstrated ability to build, lead and motivate teams of volunteers.
- Excellent interpersonal and communication skills.
- Handy with basic home repair tasks (e.g., minor plumbing, electrical, carpentry).
- Strong problem-solving and decision-making skills.
- Excellent organizational and time management skills.

- Ability to prioritize tasks and manage multiple responsibilities effectively.
- A proactive and detail-oriented approach.
- Ability to work independently and as part of a team.
- Basic computer skills (email, word processing, document organization).

Paid Part Time: 20 hours a week

Weekly Schedule:

- Tuesday - 8 hours (8am-4pm)
- Fridays - 8 hours (8am-4pm)
- Sundays - 4 hours