

Chamblee First United Methodist Church

Director of Operations

The Director of Operations provides professional leadership and oversight to the general administrative functions of Chamblee United Methodist Church; including use and maintenance of all facilities and day-to-day operations of the church office. Guided by Chamblee UMC's vision, mission and strategic goals as established by the Senior Pastor and lay leadership, the Director of Operations will create, implement and oversee office operations and processes and plans to best utilize and maintain facilities. In addition to the duties and responsibilities outlined below, other duties are expected to be performed as assigned. The Director of Operations reports to the Senior Pastor.

Key Responsibilities:

Administration:

- Maintain the church calendar and coordinate the use of space by approved groups and ministries.
 - Assign rooms
 - Schedule HVAC system
 - Coordinate with Facilities Manager for setup and break down
- Oversee janitorial and office supply orders and maintenance of office equipment.
- Oversee the administration of employee benefits, compliance with worker's compensation insurance, and other administrative matters related to church employment.
- Maintain personnel files for all church employees (including Chamblee Methodist Kindergarten) in a secure location and ensure confidentiality.
- Maintain accurate records of income and expenses related to the facilities in accordance with the church budget and in communication with the Financial Secretary.

Operations:

- Oversee the physical properties of Chamblee First United Methodist Church in conjunction with the Senior Pastor and the Trustees.
- Supervise janitorial and custodial staff and/or contract service providers.
- Monitor ownership responsibilities (acquisition/maintenance, insurance, and rental fees of all church property).
- Coordinate execution and maintenance of all church contracts and agreements.
- Coordinate access to the building and manage on-site supervision of facilities while in use.

Activities:

- Facilitate the current programming of the Activities Ministry including but not limited to:
 - Overseeing promotion and registration of events and activities with the appropriate committee(s).
 - Maintain accurate records of income and expenses in accordance with the church budget and in communication with the Financial Secretary.
- Develop community partnerships related to potential use of the facility in line with the vision for the Activities Ministry and the overall vision for Chamblee First United Methodist Church.
 - Maintain and manage rental of church facilities to outside groups in accordance with the approved Activities Rental Policy.
 - Oversee the scheduling of community groups, maintain necessary documentation and process payment for facility use.

Education, Experience and Skills Required:

- 5 year of experience in Business Administration, recreation administration, or a closely related field with directly applicable work experience in activities or recreation management.
- Ability to supervise paid staff and volunteers to effectively attend to the operations of the church.
- Must be comfortable working in a church setting. Prior church work experience and/or familiarity with the United Methodist Church preferred.
- Proficiency in program and project management, excellent organization and time management skills.
- Must have the ability to relate in a positive and friendly manner while providing exceptional customer service.
- Self-motivated, innovative and a team-player

This is a full-time, 40 hour/week, salaried position.