

Chamblee First United Methodist Church

Facilities and Campus Activities Manager

The Facilities and Campus Activities Manager has the responsibility for overall care and maintenance of all facilities on the church's campus to meet all the ministry needs of the church. This includes maintenance of the facilities, custodial services, and security and safety support. This position also has the responsibility for overall coordination of approved sponsored activities throughout the church campus to create, develop, implement, and oversee operations of all activities and recreational ministries in a manner that fulfills Chamblee First United Methodist Church's mission. This includes providing a welcoming environment, community outreach, recruiting new programs, and contracting and scheduling with external groups.

Key Responsibilities:

General:

- Work with Church Administrator and Board of Trustees to manage maintenance care needed across church campus (i.e. Gym, Classrooms, Outside Property, Fellowship Hall, etc...) and provide thought leadership and recommendations on needed improvements to enhance programs and activities
- Create, develop, implement, and oversee all programs (youth/adult sports, education enrichment, summer programs, and community events) consistent with the goals and direction provided by the Church, Board of Trustees, and Administrative Board.
- Secure new and meaningful ways to drive annual and incremental rental income via activities for the Church
- Ensure all programs and activities staff and volunteers provide, foster, and ensure a welcoming environment and positive experience at Chamblee First UMC. Represent yourself and the church as an ambassador of the Chamblee community.

Administrative Duties:

- Ensure potential use of the Church property is in line with the overall vision for the Church.
- In collaboration with the Church Administrator, manages, coordinates, and communicates the Church calendar including scheduling, room reservations, HVAC needs, cleaning, set-up/breakdown, and opening and closing the Church.
- Coordinate usage and scheduling of the various meeting spaces, gym, and outside property by the church and outside group including gym rentals, birthday parties, scout meeting space, AA, Neighbourhood HOA meetings, and other meeting spaces.
- Manage on-site supervision, care, security, access, and meeting space needs (i.e. HVAC, Tables/Chair, Access to Building) of the Gym and agreed upon space for programs and events.
- Support Church Administrator and Trustees with review of insurance policies and shopping/selecting providers & carriers
- Maintains a list of all contracts and maintenance programs for the Board of Trustees. Renegotiates contracts where appropriate and is the point of contact for all contracts.
- Assigns all keys and security codes for building doors and access points.
- Develop an effective registration process for recreation and activities programs and assist with registration for other ministries and events utilizing best practices and lessons learned.
- Create and implement monthly reports on requests, participation, use of church campus by type, and finances for any use.
- Maintain accurate income and expenditure records in accordance with the budget through communication with Church Administrator and Finance Office/Committee.
- Collect appropriate documentation and payment for each program and event and provide to Church Administrator to be appropriately processed and filed.
- Recruit, schedule, and train volunteers for activities on church campus and assist when needed. Any other duties may be assigned from time to time by direct supervisor or Senior Pastor(s).

Care of the Facilities:

- Coordinate with staff to ensure proper set-up and tear down of equipment/furniture for all facility events and ensure all changes of dates/arrangements are communicated to staff and custodian as necessary
- Oversee custodial services for all buildings as well as for grounds services (landscaping, parking lot, exterior of buildings)

Security and Safety of Facilities:

- Works with the Church Administrator, Board of Trustees with oversight of the security team to optimize the building surveillance camera system and Emergency Response Programs for all ministries and departments.
- Assist in implementation of an inclement weather plan (snow/ice removal, flooding, emergency shelter, etc).
- Ensure incident reports are completed and submitted as required.
- Daily walk-through of building to minimize risks while ensuring cleanliness and safety.
- Ensure parking areas, patios and walkways are clean and well-maintained.
- Ensure proper outside lighting, replacing light bulbs and scheduling light timers as necessary.
- Facilitate and initiate background checks for new volunteer coaches and vendor compliance of safe sanctuaries policy.

Maintenance of the Facilities:

- Coordinate and manage maintenance schedules for all building, equipment, and grounds.
- Ensure building maintenance and custodial work identified by routine maintenance programs or Board of Trustees and Church Administrator are handled.
- Manage qualified vendors and contractors to perform maintenance and repairs to insure timely and quality work on our properties.
- Accountable for facilities projects assigned by the Church Administrator or Board of Trustees to ensure they are done on time and within budget and communicate the process of projects
- Manage, coordinate, and escort qualified vendors and contractors to perform maintenance and repairs to insure timely and quality work on our properties.
- Purchase and maintain all required maintenance and custodial supplies in collaboration with Church Administrator
 - Ensure the building, equipment and systems are well-maintained and in good repair (roofs, gutters/drains, plumbing, security, etc.)
- Coordinate major cleaning projects with other staff members, Kindergarten, church volunteers, and committees
- Respond to "as needed" maintenance and cleaning requests for church and Kindergarten
- Train security team for Sunday service.

Education, Experience, and Skills Required:

- 3-5 years of experience in facility operations to include maintenance of facilities, logistics management, event or recreation programs, business administration, or closely related field with directly applicable work experience
- Training or experience in at least one of the building/equipment disciplines is a plus (i.e. HVAC, electrical, construction, plumbing).
- Must be comfortable working in a church setting. Prior church work experience and/or familiarity with the United Methodist Church preferred.
- Ability to work a flexible schedule when needed, including evenings, weekends, and holidays and attend bi-monthly Administrative Board Meetings and Weekly Staff Meetings.
- Must work collaboratively with other staff members, committees, church members, and volunteers.
- Proficient user of large and small power tools, hand tools, and safety equipment with ability to lift up to 20-25lbs.
- Must be self-motivated and have the ability to anticipate, understand, and respond to needs of the church facilities.
- Excellent organization and time management skills with attention to detail and ability to prioritize.

Reports to Church Administrator
Part-time (30 hours)

To apply, please send Cover Letter/Resume and email to: spr@chambleeumc.org