



## JOB DESCRIPTION

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**Title:** Facilities Associate: Scheduling & SetUps (Weekend Associate)

**Time Commitment:** Part-time (Friday - Sunday)

**Supervisor:** Facility Manager

### **POSITION SUMMARY**

The Facilities Associate - Scheduling & Setups is responsible for coordinating with staff on campus scheduling and leading volunteer teams in order to create and maintain building usage guidelines and a clean, comfortable, and safe environment for guests, volunteers, and staff.

### **ESSENTIAL RESPONSIBILITIES**

#### **Scheduling**

- Serves as a general point of contact regarding the logistics of room usage in the building for both internal and external events.
- Assists in the development and implementation of policies and procedures and for interpreting administrative policy for users of the facilities.

#### **Setup**

- Work from schedule set by Facilities Scheduling & Set Up Weekday Associate.
- Responsible for opening and closing the building during weekend services.
- Locks doors and turns out lights where necessary at the end of services.
- Responsible for the set-up and tear-down of rooms and spaces to fulfill the needs of the people/groups using them.

#### **General**

- Leads volunteers with a philosophy of replication and ownership.
- Encourages spiritual growth of volunteer teams.
- Assists Facilities Director in keeping main campus in good status to comply with environment, health, safety policies, and insurance/loss control.

#### **Job Skills**

- *Leadership:* Motivate, coordinate and collaborate with volunteer teams.
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- *Communication:* Regularly communicate with staff, and work with ministry leaders to make sure the job gets done with excellence in a timely and cooperative manner. Being able to clearly explain what needs to be done will be necessary.
- *Interpersonal:* Utilizing soft skills to interact effectively with staff, volunteers, and visitors while working to build relational equity.
- *Technical:* Familiar with standard concepts, practices, and procedures within relevant fields.
- *Analytical:* Must look at a lot of different information and make decisions based on needs and budget concerns.

**Other Requirements**

- Work weekends and evenings when needed
- Proven supervisory and team-building experience
- Valid driver's license
- Acceptable background check
- Whitewater Crossing member
- Continue to develop personal character, competence, and team chemistry as a Christ-like leader
- Other duties as assigned

**Desired Spiritual Gifts**

- Leadership
- Service/Helps

**STAFF CORE VALUES**

*Must be able to align and commit to our core values:*

- JOYFUL: We take God seriously but we don't take ourselves too seriously.
- LAST 10%: We say what needs to be said when given the opportunity.
- RIGHT MAILBOX: We talk to the right person during conflict.
- OTHERS FOCUSED: It's not about you!
- RESULTS ORIENTED: We fight for the win together.
- REAL: Sharing the real me with God & others.

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**Supervisor Signature      Date**

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**Employee Signature      Date**

*Whitewater Crossing Christian Church  
 Job Description: Facilities Associate  
 Reviewed 10/2020*