

SUPPORT & DEVELOPMENT FACILITIES STAFF/ COORDINATOR

REPORTS TO: FACILITIES DIRECTOR

RELATES CLOSELY WITH: FACILITIES TEAM, CAMPUS TEAMS AND S&D STAFF

CLASSIFICATION: PART-TIME//HOURLY

The Facility Staff/Coordinator is responsible to ensure there is an excellent environment for activities across campuses. This includes both coordinating and assisting in the cleaning, locating potential issues or improvements as well as working to recruit and care for volunteer teams. This role includes weekend and evening hours.

PERSONAL QUALIFICATIONS

- Submits their life to God and the authority of His Word.
- Understands and supports Flatirons vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

PROFESSIONAL QUALIFICATIONS

- Superior communication skills, written and verbal.
- Positive, professional, self-starter who possesses the ability to organize, adjust and prioritize responsibilities with minimal direction and supervision.
- Ability to multi-task with excellent time management.
- Experience with recruiting and caring for volunteer teams preferred.
- Facilities experience preferred.
- Proven success in a collaborative work environment that demonstrates a strong sense of initiative and work ethic.

PRIMARY RESPONSIBILITIES

- Recruit and care for facilities volunteers across campuses.
- Coordinating and assisting facilities staff and volunteers to clean and maintain all campuses including set up and tear down for events.
- Assisting with vendor scheduling and ordering all relevant supplies.
- Processing work orders and maintaining the Planning Center data base for upcoming events.
- Captures minutes and action items during meetings and supports the team with necessary next steps.