

Campus/Facilities Coordinator-Sample 1

JOB TITLE: Campus Coordinator

STATUS: Part time

IMMEDIATE SUPERVISOR: Pastor

SCOPE OF POSITION: The person selected for this position would be required to be present during campus events and handle situations in the best interest of the PFUMC. Rental fees would pay this person on a per event basis.

PRIMARY RESPONSIBILITIES:

A. Event Management

- a. Unarm alarms, unlock and open facility as needed
- b. Close, lock, check all doors and set alarms at end of events
- c. Handle emergency situations, clogged plumbing, leaks, temp control, etc.
- d. Supervise the use of the facilities and coordinate with renting parties to make their event most pleasurable while maintaining the interest of the church
- e. Learn the renting party's requirements and make best effort to meet their requirements.
- f. Arrange for musicians, pianist, organist, sound and light engineer when required
- g. Hire Pflugerville PD when required for Traffic and Security
- h. Assist the party's wedding coordinator to overcome logistic issues
- i. Arrange for custodian to clean facilities after events
- j. Check restrooms for leaking or clogged toilets, trash cans for smoldering cigarette butts, and turn out lights and vent fans after events.
- k. Check or adjust thermostats before, during and after events as needed. Set to close position at end of event.
- l. Turn out all lights at close.
- m. Report any damage or irregularities to facilities to Board.
- n. Conduct short meeting with wedding party during the dress rehearsal and go over the rules of the campus affecting their event. Mention that no one is to sit or stand on the altar railing or stand in the pews; No food or drink in sanctuary. Birdseed or bubbles may be tossed outside or under the covered entry but not inside the buildings. Mention the smoking policy. Mention required covering of carpet under candles and how to extinguish candles without blowing them out to keep from blowing liquid wax onto carpet. Also mention your availability to assist when needed.
- o. Compile a list of tasks that should be done by the CC that are not on this list.
- p. Report directly to Board of Trustees

QUALIFICATIONS:

*Good organizational and communication skills

*Good people skills