

Facilities Coordinator



Summary: The Facilities Coordinator provides excellent customer service to all camp participants, oversees lodging facility logistics, and supports the volunteer team with leadership, encouragement, and a servant's heart.

Work in Connection with the Mission Weeks Director to:

- Coordinate office tasks for the Camp Director.
- Assist with set up and tear down the Mission Weeks office, maintaining a friendly, welcoming, organized, efficient environment for participants and staff
- Oversee the registration process including double-checking attendance, distributing group materials, and connecting with the main office regarding final numbers.
- Be responsible for overseeing petty cash, distributing tax exempt forms, collect and organize receipts and other office financial tasks.
- Oversee encouragement tasks and other customer service tasks including but not limited to pillow favors, icy pop delivery, appreciation packets, and care cards.
- Coordinate the inventory, staffing and cash involved with the Mission Weeks store.
- Type daily announcements for the emcee to share at Camp Gathering.
- Coordinate evaluations on Fridays.
- Be a resource person to answer questions and serve campers.
- Coordinate thank you notes for anyone needing to be thanked for their help in making the work camp week happen.
- Provide excellent customer service to all participants, lodging facility staff, and Volunteer staff
- Share in the “common responsibilities” of the staff, policing the facility from a cleanliness standpoint, set up, tear down, etc.

Be a spiritual role model seeking to honor the Lord Jesus Christ with your life.

- Choose behaviors that will be perceived as Christ-like from people of various church backgrounds.
- Be willing to set aside habits or hobbies that you believe are within your rights as a Christian if you believe a church may have different beliefs than you.
- Dress modestly, if clothing is not appropriate, will be notified and will be asked to change.
 - Facilities Coordinator will be given:
 - a staff shirt, which is to be worn Sunday afternoon and evening
 - a name tag to be worn Sunday afternoon and evening
 - a camper t-shirt, which is to be worn on Monday
- Pray daily for God to work in and through the CE Mission Weeks ministry to draw homeowners, people from the community, and participants from the church closer to Christ.

- Share prayer concerns with the Mission Weeks Director.
- Provide daily updates and reports including any announcements that are required or adjustments suggested to the Mission Weeks Director.
- CE Unity Statement:
 - The Facilities Coordinator agrees to abide by the CE Unity Statement in connection with Mission Weeks. See attached CE Unity Statement.
- Facilities Coordinator will follow up with the CE Mission Week Director with any questions or concerns about attached documents.
- Serve under the responsibility, authority of and report directly to the Mission Weeks Director.
 - The Primary Supervisor is Matt Ross, CE Mission Weeks Director
 - The secondary Supervisor is Dr. Dave Coryell, Executive Director of CE
 - Any additional supervisors will be authorized by the main Supervisor in the case that any of the above are not able to be present.
- Be on time for work responsibilities, meals and Gathering Times unless arrangements are made with the Mission Weeks Director.
- Be the liaison between CE, local church participants and anyone locally you meet.

Payment terms:

- Facilities Coordinator will be paid \$250/ per week
- Facilities Coordinator may raise additional financial support
- Any additional expenses for the ministry from personal funds require approval and be signed by the supervisor.
- Lodging will be provided.
- Facilities Coordinator is responsible for their own items/equipment for the weeks of ministry. These include and are not exclusive to:
 - air bed, cot, etc.
 - bedding, sheets, pillow
 - personal clothing
 - personal toiletries
 - personal hygiene items
 - any personal items or food

Transportation:

- To Mission Weeks will be the responsibility of the Facilities Coordinator
- Transportation will be provided to the Facilities Coordinator during the weeks of ministry in either of the following vehicles:
 - Supervisor's vehicles
 - Rental vehicle
 - Only people who are 21 years of age will be able to drive a rental vehicle
 - With another group as necessary
- Use of a personal vehicle is not encouraged
 - If a person decides to bring their own vehicle, they will be responsible for all financial obligations with the vehicle (i.e., gas, upkeep, insurance, tickets, etc.)
 - Facilities Coordinator under the age of 21 will need to receive adult/guardian approval to travel with their personal vehicle
 - The authorization needs to be in writing

- Any supervisor needs to be informed of an underage person traveling with /in another Summer Staff's personal vehicle
- The Facilities Coordinator's personal vehicle will not be requested for CE transportation, therefore there will be no reimbursement for mileage unless some other agreement has been made with the Supervisor in writing and signed by both parties.

Personal development will be offered by CE

- Each Wednesday afternoon the Summer Staff will meet with at least one of the supervisors mentioned previous
- During the meeting the following will be addressed:
 - next week's schedule and groups
 - assignment of Summer Staff to their groups
 - leadership training
 - spiritual development
 - any other matter that is of importance at the time