



FMC Midlothian

Campus Director

Reports to: Executive Pastor

Status: Part time (15-18 hours)

Job Summary

The campus director is responsible for ensuring that the church property is operating in a way that supports the ministry of the church.

Essential Functions

- Coordinates with the trustees to keep the facility in good maintenance.
- Coordinates with administrative assistant and other staff concerning the needs of the church events.
- Coordinates/trains volunteers and staff in building and equipment usages.
- Coordinates facility needs with trustees, vendors, and volunteers.
- Arranges repairs for equipment and church property.
- Coordinates with trustees to secure bids for services needed by the church.
- Ensures that all licenses and permits are up to date for building facilities.
- Oversees church equipment usage and maintenance.
- Performs minor repairs to church property within the director's capabilities or arranges with volunteers/campus crew who can do so.
- Oversees the maintenance of/repairs for HVAC systems.
- Files with office any incident report of injuries, breakage, inappropriate activities noticed in the facility or on the grounds.

- Coordinates setup for church events, including chairs, tables, etc.
- Ensures campus looks clean and well kept.
- Able to pull teams together to do maintenance and/or repair.
- Has an ability to request competitive bids when professionals are needed for repairs.
- Follows the financial administrator's purchase process for purchasing equipment and/or services.
- Other duties as assigned.

Minimum Requirements

- Ability to coordinate teams of volunteers/professionals when needed for maintenance/repairs.
- Prior experience managing facilities is preferred.
- Demonstrates an effective level of oral and written communication skills.
- Works well with the staff team.
- Ability to move tables/chairs (20 lbs+).
- Ability to climb a ladder.
- Exhibits a desire for excellence in ministry.
- Willingness to abide by employee policies and by a code of ethics.
- Minimum education is a high school diploma.