



## **Facility Coordinator Job Description**

For fifty years, Sunstream has sought to be a place of refreshing and renewal for our guests. Through the years our facilities have expanded, along with our recreation opportunities, and the variety of groups we serve. We have worked hard to be known for our exceptional service to all of our guests. We look forward to the opportunity to serve!

### **Our Mission**

To graciously serve our guests; representing Christ in our service.

### **Our Values**

While exemplifying Christ, we seek to love people, and the opportunity to serve them. Our desire is to be seen as an active partner, helping facilitate the best experience that Sunstream has to offer.

### **Position Description:**

To lead facility maintenance, housekeeping, and recreational staff. The Facility Coordinator must have organizational, leadership, and trade skills and be committed to personal and professional growth.

### **Key Requirements, including but not limited to:**

- High level of responsibility and accountability.
- Strong leadership skills.
- Strong management, communication, and organizational skills.

- Model Christian faith and servant leadership.
- Amenable to the Assemblies of God Statement of Faith
- Working knowledge of carpentry, electrical, HVAC systems, mechanics, and plumbing.
- Good problem-solving skills.
- May be required to stay on the grounds during peak usage times.

**Specific Responsibilities, including but not limited to:**

- Reports to Camp Director
- Lead facility maintenance, housekeeping, and recreational staff.
- Manage and oversee the maintenance, repairs, and capital improvements of Sunstream properties and facilities.
- Understand the technical aspects of Sunstream property.
- Support day to day business operations and ensure the efficient operation of facilities.
- Mitigate risk and ensure the facilities safely meet the needs of guests, staff, and volunteers.
- Budgeting and estimating costs accurately.
- Obtain bids from outside contractors/vendors, as needed. Collaborate with outside contractors.
- Ensure an appropriate inventory of cleaning materials and supplies.
- Maintain complete and accurate records, files, and cost summaries.
- Receive and maintain state required classes/certifications pertinent to job.
- Train staff of property safety procedures.
- Ensure an appropriate inventory of cleaning materials and supplies.
- Coordinate routine maintenance and repairs.
- Give oversight and maintain when necessary all vehicles, equipment, and recreational gear.

**Benefits**

- Salaried position, to be negotiated.
- Housing provided on campus for peak usage times.
- Paid vacation time and paid holidays.
- Full support of the Sunstream Director and the Sunstream Committee.