



FACILITY COORDINATOR

Position Summary: Arborbrook Christian Academy Facility Coordinator supports the school's mission by coordinating necessary functions to make our campus as safe, efficient and beautiful as possible. The Facility Coordinator will be a go-to person to supervise and/or execute facility needs on campus. Working with school staff and parent volunteers through our PVC (Parent Volunteer Cooperative), the Facility Coordinator is envisioned to be at the core of all things facility and grounds related.

Essential Functions:

- Organize, prepare for, and execute facility work days for both summer and school year work days
- Work with PVC teams throughout the year to address campus needs
- Administrate and execute facility functions; plan for the needs of upcoming events
- Deal with emergency facility needs
- Manage all campus facility projects with vendors and parent volunteers to ensure efficiency and effectiveness
- Be a liaison to Central Baptist Church leadership and work with assigned vendors to assure quality work
- Develop systems to best manage campus facility
- Work with the leadership team to develop strategic initiatives for future development
- Other duties as assigned

Requirements/Qualifications

- Basic knowledge of operational systems
- Experience in using a variety of tools
- Enjoys working outside in a variety of weather conditions
- Communicates effectively via email, text, and in person with volunteers and staff
- Involves frequent walking, lifting, and moving heavy objects
- A heart for God. He/she will be born-again, Bible-believing Christian in a growing relationship with our Lord and Savior, Jesus Christ.
- A love for children.
- An ability to be a positive role model. He/she will do his/her best to live a life that is pleasing to God and therefore serve as a model for our young people.
- A dedication to the vision and mission of Arborbrook. He/she will have a thorough understanding of and be in agreement with the vision and mission of the school.

Hours/Salary/Benefits

- The hourly wage for this position is \$20 per hour worked.
- The number of hours will be determined by both the needs of the school and the individual's availability; we anticipate approximately 15-20 hours per week with some hours worked during the summer months; seasonally, the number of hours could increase

- This position is eligible for a 25% tuition discount for each child attending Arborbrook, prorated according to start date.
- We would like this position to be filled by February 1, 2021.
- This role will report to the Head of School, but will work cooperatively with the staff of the school.

Interested individuals are asked to send a resume and cover letter to andy.zawacki@arborbrook.org.