



# Facility Coordinator Responsibilities

The Facility Coordinator should be a person who is humble (emphasizes team over self and is quick to point the contributions of others), hungry (self-motivated, diligent, and prioritizes the organization's needs), smart (good judgment around diverse people groups, socially appropriate, and aware of the impact of their words and actions).

Qualified candidates will exhibit:

- Strong interpersonal skills.
- Proven ability to work effectively within a team.
- Diligence and attention to detail.
- Awareness of and adherence to safety protocols.
- Flexibility to adapt to changing needs and schedules.

Responsibilities:

- Building Security:
  - Maintain building security protocols.
  - Ensure all exits are locked and doors remain closed during class time.
  - Coordination:
- Organize Set Up & Tear Down
  - Set up and tear down teams
  - Ensure timely and efficient setup of the building.
- Clean-up Verification:
  - Assist in verifying that tear down and clean-up adhere to the host church's requirements.

The Facility Coordinator plays a vital role in ensuring the smooth operation and security of our facilities.