

Job Title:	Campus Director	Location:	Washingtonville
Position Type:	Full-Time / Exempt	Workweek:	Onsite – Weekends Required
Salary Range:	\$70,000 to \$85,000	Reports To:	Lead Pastor

GENERAL SUMMARY/PURPOSE

Manages all aspects of campus operation to ensure a smooth and cohesive flow.

RESPONSIBILITIES

- Oversees daily operations and facility maintenance under the guidance of the Lead Pastor.
- Identifies campus or facility issues and implements strategies for improvement.
- Functions as the direct report for the campus Operations Coordinator and Facility Manager, and a collaborative oversight with Weekend Experience of the Worship Director duties.
- Ensures all campus staff, volunteer leaders, and volunteers adhere to all Grace-wide operational policies and practices.
- Identifies, develops, recruits, and oversees volunteer ministry leaders/teams to streamline facility operation and provide an excellent weekend worship experience, i.e. mid-week administrative team, event team, café team, greet team, info center team, building/grounds teams, West Point team.
- Responsible for direct collaboration with the Weekend Experience Pastor on events or plans related to the MPR, its scheduling, use, or equipment.
- Ensures oversight onsite for all worship services, ensuring pre-service prep, and building readiness.
- Biblically handles difficult conversations and/or situations to ensure a godly, cooperative environment.
- Facilitates a schedule of consistent staff meetings and consistent Team Leader communication to ensure a cohesive team flow.
- Collaborates with the Lead Pastor on the development and management of all building, facility, and operational budgets.
- Manages all facility maintenance projects, obtaining bids, and overseeing proposed timelines for repairs/construction.
- Collaborates with the Lead Pastor on annual planning and future campus initiatives.
- Works collaboratively with the Communication Director on Grace-wide projects, events, and initiatives.
- Develops a culture of investment; encourages staff and volunteers to identify, train, and invest in others to forward the mission of Grace Community Church.
- Ensures a healthy staff culture encouraging communication, feedback, and collaboration between all staff, volunteers, and attendees.

QUALIFICATIONS AND EXPECTATIONS

- Committed to open, biblical communication. Willing to speak up and have hard conversations and receive difficult communication from others when necessary.

- Passion and enthusiasm for the mission of Grace Community Church... “Reaching the Northeast and beyond for Christ by making fully devoted followers of Jesus.”
- Born-again Christian, baptized as an adult, and either an official (active and voting) member of Grace Community Church, or pursuing membership to be activated within 6 months of hire.
- Supportive and championing of the doctrine of Grace Community Church, as well as the practices, teaching, and decisions of her leadership.
- Lifestyle that demonstrates committed Christian character and fosters an exemplary reputation.
- Active in weekly worship.

ADDITIONAL NOTES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job, duties, responsibilities, and activities may change at any time with or without notice. Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities of this job at any time.

Employee Signature:		Date:	
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