

Welcome  
HOME



NEW WALK  
CHURCH

UNLEASHING NEW PURPOSE IN EVERY LIFE THROUGH CHRIST

## TITLE: FACILITIES COORDINATOR

**Part Time / Reports to Facilities Director**

**Rate of Pay: \$15-\$17 per hour, 20 hours per week**

**Position Job Summary:** You will champion the church's DNA through assisting in maintaining the buildings and grounds of New Walk Church. The direct purpose of this role will be to clean the facility while operating a variety of cleaning equipment. You will also help to develop and manage a team of volunteers in serving a variety of roles related to the upkeep of the building and grounds of New Walk.

### **What You Will Do (Specific Job Responsibilities):**

- You will keep the facilities of New Walk Church clean and ready for guests.
- You will need to keep and maintain an inventory of cleaning and maintenance supplies.
- Regular monitoring and removal of trash or debris.
- Vacuum, wipe down, and disinfect surfaces in all areas of the church.
- Window cleaning is done regularly.
- Cleaning of common areas including office, bathrooms, classrooms, and auditorium.
- Completing all work in a timely and professional manner; working with minimum supervision.
- Performing all duties which may, at any time, be reasonably necessary.
- Performs any additional duties as assigned.

### **What Skills You Will Need (Qualifications):**

- A chemistry that "fits" with the New Walk Church culture.
- A heart for the local church, and an undeniable love for helping people connect into and grow in a relationship with Jesus Christ.
- An intrinsic desire to collaborate with other staff and volunteers serving within our church ministry.
- Drive to create healthy relationships, with clear and effective communication as a foundation.
- Organized and highly productive yet also creative and willing to work hard in a fast-paced environment.
- The desire to improve not only self, but those serving alongside you and the entire ministry of New Walk.
- A high level of spiritual maturity, understanding that growing with Christ is vital to your health in ministry.
- The ability to self-start, take initiative, a strong work ethic, and well-motivated to work hard throughout the day.
- Experience in facility cleaning.

### **General Responsibilities:**

- Model the principles and disciplines of Christian life and stewardship. Any conduct unbecoming of a Christian will be cause for immediate termination.
- Establish a working rapport with each staff member.



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- Tithe to New Walk Church. All Staff are regularly held accountable for their tithing as well as the fulfillment of other pledges (example: Building Campaign pledges). No person can be on New Walk Staff if they are not fulfilling this Biblical commitment.
- Become a leader of people, constantly raising up other leaders in your department. A sign of your leadership will be in your ability to raise new leaders.
- Be present and prompt for all meetings and all church-wide servant evangelism events in the community that are led by New Walk.
- Prepare yourself in advance for your best personal performance in every setting and situation required of you whether leading, teaching, presenting, or facilitating.
- Lead the ministry alongside all other ministry leaders and always be ready to serve other leaders as needed.
- Be prepared to report progress in all areas of your ministry including performance of volunteers, needs, and weaknesses.
- Perform other appropriate related duties as required by the Lead Pastor and the Executive Pastor.
- Be prepared to defend the vision of the church and its leadership, including the lead pastor, at all times.
- Host or lead a small group 2 out of every 3 semesters per year.
- Recognize and be responsive to every person attending the church and those not attending the church, both as a servant of the church and an ambassador of Jesus Christ.



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