



Title: Facilities and Campus Operations Manager	Prep/Revised Date: March 14, 2025
Reports To: Campus Pastor	Direct Reports: N/A
FLSA /Hours: Non-Exempt / 35 Hours	Campus: Windsor

Summary

Provide leadership, structure, and care to the stewardship, maintenance, upkeep, and ongoing development of the entire Timberline Windsor Campus which includes the 360 Crossroads, and The Farm site.

Duties & Responsibilities

- Oversee and steward the Facilities budget.
- Work with the Campus Pastor and staff to oversee current campus operations and optimization.
- Recruit and lead a strong team of facility and security volunteers to assist weekly in cleaning, grounds care, and general maintenance to ensure the campus is adequately cared for.
- Collaborate with the Events Coordinator and with Hospitality to facilitate room requests and facility usage to ensure all rooms are properly set and reset for all scheduled events such as ministry events, funerals, weddings, baptisms, and major community events.
- Supervise the maintenance and supplies of the campus landscaping, snow removal, HVAC, and fire systems.
- Responsible for any aspect involving the opening, closing, locking, and alarming of the campus including weekend services, special event set-up, etc.
- Manage all requests for keys, proxy cards and alarm codes for staff and volunteers in coordination with the Administrative Assistant.
- Manage and purchase supplies for custodial, kitchen, and various children's ministry needs.

Skills/Qualifications

- Exhibit a servant's heart and a willingness to minister to and serve members of the church and the community in times of crisis and need.
- Comfortable in Microsoft Office applications.
- Must have basic mathematical skills, basic budget, and expense monitoring.
- Must have interpersonal skills, the ability to work with people, communicate clearly and effectively on the telephone, e-mail, and in person, demonstrating tact and diplomacy.

Education and/or Experience

- High School diploma or GED
- One year of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Full-Time.

Hours: 35 hours per week. Schedule is variable depending on events & season.

Compensation: Non-exempt. \$22.50 per hour.

Benefits Include:

- Insurance:
 - Employer paid medical, dental, vision, & life insurance.
 - Options for employees to add spouse and/or children for an out-of-pocket expense.
 - Monthly employer made contributions to Health Savings Account.
- Retirement 403(b):
 - Optional employee contribution plan via pre or post tax election.
- Leave:
 - Paid holidays.
 - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase annually.
 - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase annually.
 - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)