



CAMPUS OPERATIONS MANAGER

OBJECTIVE: We are seeking a joyful Christ-follower who loves and thrives in a fast-paced environment to serve as the Campus Operations Manager. The ideal candidate would be a leader who can help mobilize large numbers of volunteers to maintain the property and resources of Valley Church and Valley Community Center.

EMPLOYMENT STANDARDS:

Church Home: Currently attends or is willing to become a regular attender of Valley Church.

Schedule: Flexible (will include some weekend hours).

COMPENSATION/STATUS: Full-time, 45- 50 hours per week, annual salary (commensurate with experience) Exempt status. Benefits include group health insurance, paid vacations, etc.

ROLE: The Campus Operations Manager IS ...

- **People Mobilizer:** Able to mobilize large numbers of volunteers for greater ministry impact. Constantly on the lookout for more people to plug into our campus team.
- **Master Delegator:** Able to synthesize and prioritize several projects and then hand them off to volunteer/staff for completion.
- **Process driven:** Excels at creating and implementing processes and systems. We want to create systematized and documented workflows to guide planned maintenance and daily task routines.
- **Initiator:** Thrives on seeing what must be done and finding a solution. Sees the small things and acts to resolve.
- **Effective Leader:** Able to motivate and inspire others to achieve shared goals. Brings out the best in others.
- **Interpersonally savvy:** Able to communicate and work effectively with lots of types of people/personalities.
- **Team Builder:** Able to effectively recruit and lead volunteer teams that people are excited to be a part of. Actively striving to develop the God-given potential of the people serving in this area.
- **Task Juggler:** Able to juggle and prioritize multiple duties and responsibilities. Efficiently manages time and details to meet deadlines and stay current on projects.
- **Problem Solver:** Able to constructively identify problems and find solutions.



- **People Magnet:** Able to draw in and connect with lots of people. A great listener that makes others feel important and valued.
- **Can-do Attitude:** Always eager to jump in and help. Has the perspective that they “get to do” instead of “have to do”.
- **Committed:** Understands and is committed to the mission, vision, and priorities of Valley Church and helps encourage staff and volunteers in these. Must agree with the Valley Church Statement of Faith.

NOT: The Campus Operations Manager is NOT ...

- Timid about casting vision and asking people to help.
- Low on energy.
- Someone who keeps to themselves or whose first instinct is to avoid collaboration.

PERSONALLY: The Campus Operations Manager IS ...

- **Christ Centered:** Personally committed to Christ and maintains an ongoing vibrant walk in Christ. Exhibits the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness & self-control). *Gal. 5:22-23*.
- **Adaptable:** Gracefully handles change and the unexpected. Able to adjust and adapt to new and/or changing situations and circumstances.
- **Positive:** Consistent positive and upbeat demeanor and personality. Glass “half-full” person. Strives to support our staff with a cheerful and helpful spirit.
- **Learner:** Can take direction and feedback well and has a great desire to learn.
- **Co-laborer:** Comes alongside senior and core leaders to help them achieve the mission-aligned goals of our church.
- **Seasoned:** Knows and loves our church; no question on understanding our ministry philosophy and practices.
- **Conflict resolver:** Able to work through interpersonal conflicts, ministry misalignment, or issues of sin. True peacemaker.
- **Healthy at home:** No concerns related to spiritual or emotional health issues within his or her family.
- **Time manager:** Does not require external systems to prioritize; is intrinsically motivated.



- **Flexible:** Understands the complexity of working with a variety of staff and perspectives, and collaboratively works with patience and flexibility.
- **Person of integrity:** At the core, he or she makes solid decisions based on lifelong, biblical values.
- **Self-aware individual:** Knows where he or she is weak; finds others to fill in those gaps. Emotionally intelligent and healthy.
- **Disciple:** Fully devoted to following Jesus in everything he or she does.

JOB: The Campus Operations Manager is responsible for ...

- **Leads the Campus Team:** Brings leadership experience to supervise the campus team staff and volunteers - coach/develop/recruit/schedule.
- **Develops Systems and Processes:** Creates plans and procedures to systematize care of our entire campus including Valley Church, Valley Community Center, farmhouses, barn, and 45 acres of property. This includes maintenance, cleaning, groundskeeping and event support.
- **Maximizes volunteers:** Wherever possible, identifies, develops, empowers and releases volunteers to do the work of the ministry.
- **Organizes Workdays/Special Projects:** Organizes and mobilizes hundreds of volunteers for periodic workdays and special projects to beautify and care for all buildings and 45-acre campus.
- **Event Support:** Is responsible for ensuring daily event setups/tear downs and serves as the facility point person for the many large-scale events we host.
- **Emergency On-call:** Addresses any rare overnight emergencies that arise (i.e. fire and security alarms, HVAC failures, flooding, etc.)
- **Relationship Manager:** Works with vendors to provide specialized maintenance support. This includes administrative tasks as well like ordering supplies, paying bills, and scheduling vendors.
- **Supports Leaders:** Comes alongside ministry leaders to support events and ensure well maintained, hospitable and clean spaces to do ministry.
- **Connects:** Attends the all-staff meeting at the main campus each week.
- **Communicates:** Keeps his or her supervisor aware of the successes and struggles taking place by proactively and consistently sharing stories and reports.



RELATIONSHIPS of the Campus Operations Manager include ...

Reports to	the Operations Lead Associate.
Works closely with	the Catalyst Traction team.
Leads	the part-time campus team staff, volunteers, and vendor relationships.
Supports	the entire staff.

SUCCESS of the Campus Operations Manager is defined by ...

- **“Marriott-level” facilities:** Maintains a standard of quality and excellence for our property and the service of the campus team staff.
- **Operational Ease:** Ensure that all campus operations related matters run smoothly and efficiently.
- **Volunteer Engagement:** The success of this person will be directly proportional to the number of volunteers involved in the campus team ministry.
- **Staff is Supported:** The church staff feel setup for success and better prepared for ministry.
- **Smile of God:** Ultimately, that our character and efforts bring glory and joy to our Father.