



## Facilities Manager/Program Staff Job Description

### Summary Description:

This position has three distinct responsibilities.

The Facilities Manager will oversee the development and maintenance of the Victory Academy campus structures and grounds. Responsibilities include maintaining the grounds, facilities, and equipment to allow the programs of the ministry to complete the mission of the ministry with excellence.

The Facilities Manager will oversee and operate the academy work program. Generally, this includes the facilities management component of the WORCS classes and the firewood processing workdays (usually Saturdays).

The Facilities Manager position also includes discipleship and mentoring opportunities directly with students through the work program and house manager respite. Two days a week the FM provides respite coverage for the house manager (house parent dad). Part of the work program responsibilities involves the FM leading and teaching in biblical training regarding work and character.

To be successful as a Facilities Manager, you should excel at organization, detail, and work ethic. You should possess a strong biblical worldview that translates into a humble life pursuit of Christlikeness. You should serve those you lead, pursuing Christ's biblical servant leadership model. A successful FM will possess the ability to provide stability and structure in an environment that requires flexibility and personal sacrifice. As a dedicated Christian, your pursuit of living out a biblical worldview and thus support, attendance, and service in a local, doctrinally fundamental, church of like faith and practice is required.

The Facilities Manager reports to and fulfills his or her responsibilities through the leadership of the Executive Director. The program and respite responsibilities of the position are fulfilled through the leadership of the Academy Director.

### Responsibilities:

#### ✔ Facilities Manager

- Manage contractors, volunteers, and the academy work program to accomplish the construction, repairs, and maintenance needed.
- Develop, submit, and utilize a budget to aid the ministry in planning for annual and future ministry facilities goals.

#### ✔ Work Program Leader

- Plan, organize, and lead the student work program. This includes firewood processing and facilities maintenance work times.

- Plan, organize, and lead the community service work program, including the Adopt-a-highway and widow and elderly service programs.
- ✓ **Mentoring**
  - Provide milieu program respite coverage for two days a week for the house manager.

### **Work Schedule:**

- ✓ School Year Schedule: 5 1/2 day work week, Includes one day off, and one rotating 1/2 day off. General expectation of 50-55 hours per week.
- ✓ Summer Schedule: June-August, 4-day, 32 hour work week. Some additional time on retreat or work-team weekends. Days and schedules are adjusted on those weekends or for specific ministry needs.
- ✓ As a ministry and not just a job per se, there is an expectation for interaction, staff activities and gatherings that are unpaid and a part of the culture of our ministry.

### **Compensation:**

- ✓ Base Salary commensurate with experience.
- ✓ Housing—on-campus three bedroom, 2 1/2 bath home provided at a tax-free value of \$1,500/mo.
- ✓ Holiday Pay, 10-day block for Christmas break. July 4th 2-day block.
- ✓ Vacation Pay, 1 week after one year, 2 weeks after two years.
- ✓ 5-Personal Days
- ✓ 5-Sick Days
- ✓ 403 Retirement program

### **Contact:**

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