



Redemption Chapel Maintenance Coordinator

Purpose: Redemption Chapel is committed to seeing people come to Know Jesus personally, Grow in relationship with Him, and Go advance His Kingdom.

Position Description: This part-time (10 hours/week) position will undergird all of our ministry efforts by keeping our property working and looking good.

Qualifications:

- a dynamic and growing relationship with Christ
- a life of integrity
- relational maturity in interpersonal interactions
- collaborative, team spirit
- passionate about serving at Redemption Chapel
- willingness and ability to adapt and learn
- baptized as a believer by immersion (or willing to be baptized)
- professionalism, organizational skills and work ethic
- agreement with our church's doctrine and distinctives
- servant-hearted
- basic computer skills to communicate by email and submit hours, expenses, etc.
- project management skills – define a goal, recruit and schedule volunteers, resource them, provide oversight
- be in sound physical condition able to perform lifting (up to 50 lbs), snow shoveling and navigating stairs
- hands-on experience with mechanical systems operation and facilities oversight
- general handyman skills
- a desire for excellence – things being done right

Responsibilities:

- become and remain an active member of Redemption Chapel
- be prompt, prepared and participatory for all ministry appointments and staff meetings
- repair and maintain the property, building, furniture, equipment and systems
- recruit and maintain a list of skilled volunteers and delegate work to them as appropriate, and stay engaged as project manager and quality control
- be the point of contact for any vendors and contractors who we hire to work on our property
- monitor major mechanical equipment and building systems, do preventative maintenance, and respond to emergencies
- assist with minor cleaning duties as assigned
- maintain accessibility (snow/salt)
- assist deacons and staff with building access and room set-up (tables and chairs)
- humbly and cheerfully execute any additional duties as assigned

Reports to:

- the Administrative Director