



Director of Operations Summit Community Church (C&MA)

1750 Stouffville Rd, Richmond Hill, ON

Application contact: Amy Russell (staff@summitcommunity.ca)

Summit Community Church (SCC), a member of The Alliance Canada, is a growing Church in Richmond Hill with a mission of guiding people to know & intentionally follow Jesus Christ by growing in faith, loving in community & serving in mission.

Job Title:	Director of Operations
Reports to:	Executive Pastor
Frequency:	15-18 hours weekly (including 8:00am to 12:00pm on Sundays)
Compensation:	\$21.00 to \$24.00 per hour
Vacation Pay:	Paid out bi-weekly as it accrues

Purpose

Summit Community Church is seeking a Director of Operations to serve Summit Community Church by managing & maintaining the SCC property, buildings & grounds, as well as giving oversight to the prep of facilities for various programs in the Church buildings. Our Director of Operations provides leadership and supervision of volunteers, partners & teams involved in all grounds, facilities, custodial, transportation and maintenance activities.

Essential Duties & Key Responsibilities

This position includes but is not limited to the following essential role functions:

- 1.** Supervise, direct, and evaluate vendors for all weekly, monthly, and annual requirements on the Summit property. Such areas include, but are not limited to housekeeping, maintenance, plumbing, vehicles, electrical, HVAC, grounds keeping, network maintenance, security, pest control, lawn cutting, snow ploughing and needed emergency response.
- 2.** Recruit, train & lead SCC Facilities team members
- 3.** Responsible to oversee & maintain agreements, contracts & essential records, with support from the Executive Pastor, pertaining to:
 - Vendors
 - Equipment
 - Materials
 - Supplies
 - Facility projects
 - Volunteer training (as applicable)
 - Operating manuals
 - Repair records
 - Emergency procedures
- 4.** Set up Church spaces for all event requirements (including any necessary cleaning), and ensuring coverage for any need that may arise. Including but not

limited to weekly Sunday service, Celebrate Recovery, Prayer Summit and other SCC programs & events, including annual Summit Camps.

5. Plan, conduct, supervise &/or evaluate a program of planned maintenance of facility equipment, and Church-owned vehicles & trailers.
6. Maintain adequate inventory of office supplies, household & cleaning products, hospitality supplies and spare parts.
7. Wherever possible, develop, implement and maintain programs designed to conserve energy.
8. Work with partners & agencies to ensure that buildings are safe and meet current building and safety code requirements (eg: Fire protection, water filtration system, well water testing, etc).
9. Perform basic maintenance and repair on building and building systems &/or oversee major maintenance needs (eg: furnace filter, water softener, painting, etc).
10. Work with the Executive Pastor for contract services for baptismal tank rental / filling / removal as needed.
11. Develop & oversee Facilities Team, Parking Team, including leadership of annual Eco Day event. maintenance of grounds and equipment, ensuring that parking lots, grounds and sidewalks are clean and well-maintained.
12. Work with Executive Pastor to assist in the development of the capital and maintenance operating budget and oversee expenditures throughout the year.
13. Oversee waste management including regular collection & disposal of garbage & recycling, as well as large item/hazardous waste disposal.
14. Tidying and organizing general areas.

Other Duties & Responsibilities

- Occasionally attend weekly staff meetings as needed.
- Reporting to Sr Pastor, through the Executive Pastor.
- 15 hrs per week, evenings and weekends required.

Qualifications & Requirements

- Must be familiar with general maintenance operation.
- Must possess excellent leadership and communications skills as well as the physical capacity to fulfill the role.
- Excel at planning, conducting, supervising, and evaluating a program of facility and equipment maintenance.
- Preferred work experience in facility management.
- An intentional follower of Jesus who aligns with Summit's vision, mission and values.

For information on Summit Community Church, please visit:

www.summitcommunity.ca

If you are interested in this employment opportunity, please send your resume to:

staff@summitcommunity.ca