



# STONEBRIDGE CHRISTIAN CHURCH

**Position Title:** Operations Director

**Position Leader:** Administration Pastor

**Positions Lead:** Event Staff, Cleaning Staff, Facilities Director, The Commons Director

**Position Summary:** The Operations Director coordinates and oversees event rentals and leases, oversees the buildings and grounds contracts/projects/team members and oversees The Commons vision/direction.

**Schedule:** Full-time, salaried, regular, exempt, 40 hours a week on Omaha campus  
Monday-Friday during office hours

## **Primary Responsibilities:**

### Leading Others

- Give direction and oversight to the Facilities Coordinator, The Commons Director, Contracted Event Team, and all contracted team members or Difference Makers.
- Lead each team member to develop and implement work plans. Provide leadership and review processes for each member of the team.
- Oversee budget development and guide team members in management of their team's annual budget.
- Recruit StoneBridge Difference Makers to serve alongside team members- including maintenance and landscaping.

### Event Rentals & Leases

- Receive all intake forms from those interested in renting facility space for events
- Serve as primary contact to those renting space for events. Schedule on PCO Cal
- Schedule Event Crew: Set-up, during event, tear-down
- Coordinate "day of" details.
- Receive payments
- Serve as point of contact for all leasing contracts
- Advertise and secure leases in available spaces at campuses

### Weddings and Funerals

- Oversee wedding coordinators at all campuses
- Work alongside StoneBridge Wedding Coordinators or Care Pastor to coordinate the rental/use of space and equipment at StoneBridge campuses for weddings or funerals
- Schedule event set-up and tear-down crew
- Work with wedding coordinator on any "day of" details
- Schedule facility use and cleaners for funerals

### Oversee Cleaning Crew

- Schedule cleaning crew members at campuses
- Schedule subs when cleaning crew members are absent
- Coach, encourage, and lead cleaning crew members

### Buildings & Grounds

- Hire, contract, and manage security and alarm companies or contractors.
- Oversee the buildings and grounds budgets for each campus. Ensure income and expenses are tracked accordingly.

### The Commons

- Encourage the growth and development of The Commons
- Assist The Commons Director in determining local non-profits to partner with quarterly



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Depending upon strengths and skills this role may also manage:

## Payroll & Time Clock System

- Review and process payroll for all team members
- Review and calculate pay for status changes, new hires, transfers and promotions of all paid team members
- Work with our Bookkeeping Firm to troubleshoot and problem solve team member payroll issues
- Audit time records and resolve discrepancies as needed
- New Hires and On-Boarding New Team Members
  - Lead orientation of time clock system for all new hourly employees
  - Provide new hire information to Accounting Service Firm
  - Manage healthcare and dental benefits
  - Assist with all other on-boarding tasks as needed
- Handle and distribute confidential information with high integrity

## Team Members Expectations

- *Committed to the Mission of Sharing Christ and Building Believers.*
- *Committed to the values of StoneBridge Christian Church; Creativity, Community, Excellence, Service, Advancement, and YOU.*
- *Committed to upholding the leadership expectations of all StoneBridge staff team members.*
- *Live out the team member values; Battle Mediocracy, Trust in Team, Solution-Side Living, Stewardship of Life, and Contagious Fun*
- *Agree and abide by the expectations set forth in the handbook.*
- *Generous with our time, talents, and offerings. Giving at minimum 10% of household income (biblical tithing) to support the ministry of StoneBridge.*

## Character Expectations & Skills

- *Relational and Systems minded*
- *Proven leader with high administration skills*
- *Team-oriented- eager to recruit, develop, grow and serve on teams*
- *Lead, delegate, and follow as needed. Team player mindset.*
- *Problem Solver with a solution-side mindset. Thrives on initiative*
- *Encouraging to other staff and Difference Makers.*
- *Excellent computer knowledge with experience and proficiency in Microsoft Office and Google Drive*
- *Excellent written and verbal communication skills*