



Staff Role Description

Facility Community Development Specialist

Ministry:	Campus
Reports To:	Facilities Manager
Average Hours Per Week:	Part-time, 16-20 hours/week
Role Type:	Non-Exempt
Last Revision Date:	March 2026

Role Overview

The Facility Community Development Specialist is a hybrid role that combines hands-on facility technician responsibilities with leadership of the campus volunteer program and community service initiatives. This person carries the primary responsibility for recruiting, onboarding, scheduling, and leading facility volunteers, as well as coordinating community service projects that flow through the Libertyville campus.

When not engaged in volunteer coordination or community service work, this person functions as a Facility Technician, performing maintenance, setup/teardown, grounds work, and custodial tasks as assigned by the Campus Facility Manager. The balance of time is expected to be approximately 60% volunteer and community service coordination and 40% facility technician duties, though this may shift based on seasonal needs and the campus calendar. This person must serve The Chapel in a manner that honors, embraces, and embodies our culture, values, and leadership. This role is uniquely positioned at the intersection of facility stewardship and people ministry, and the ideal candidate will have a heart for both.

Primary Responsibilities

Volunteer Recruitment and Onboarding:

As the primary distinctive of this role, the Facility Community Development Specialist is responsible for building and sustaining a robust team of facility volunteers at the Libertyville campus.

- Recruit facility volunteers from the congregation through personal invitation, announcement coordination, and partnership with the Campus Pastor and ministry leaders
- Develop and implement a simple, repeatable onboarding process for new facility volunteers that includes orientation to the building, safety procedures, tool usage, and Chapel culture expectations
- Maintain a current roster of all facility volunteers with contact information, availability, skills, and preferred areas of service
- Match volunteer skills and interests with facility needs (e.g., skilled tradespeople for repair projects, general helpers for setup/teardown, landscaping enthusiasts for grounds work)
- Ensure all facility volunteers complete required safety training and background check processes as applicable

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Volunteer Scheduling and Leadership:

- Create and maintain a volunteer schedule that ensures adequate coverage for weekend gathering setup/teardown, midweek events, and seasonal projects
- Provide clear, written task instructions for each volunteer shift. Be present to direct and support volunteers during their service
- Lead volunteers with a posture of servant leadership: assign tasks with clarity, work alongside volunteers, express genuine appreciation, and celebrate team successes
- Provide regular feedback to volunteers and foster a culture of continuous improvement and joyful service
- Track volunteer hours and participation for recognition and reporting purposes
- Address volunteer concerns, conflicts, or performance issues with grace and directness. Escalate significant issues to the Facility Manager or Campus Pastor
- Coordinate with the Campus Pastor on volunteer recognition efforts (thank-you notes, public acknowledgment, appreciation events)

Community Service Coordination:

The Chapel Libertyville is committed to being a force for good in the surrounding community. This role coordinates community service initiatives that use the campus as a base of operations or staging area.

- Partner with the Campus Pastor and Facilities Manager to identify, plan, and execute community service projects
- Coordinate facility logistics for community service events: room setup, supply staging, signage, parking, and teardown
- Serve as the primary point of contact for external community service partners and organizations using the campus
- Connect volunteer experiences with Christian discipleship by helping participants reflect on how service embodies the mission of Jesus and The Chapel's values
- Maintain records of community service projects completed, participation, and community impact for reporting to the Campus Pastor
- Seek to identify gaps where the congregation can lead the way in making a positive difference in the Libertyville community and surrounding areas

Facility Technician:

When not engaged in volunteer coordination or community service work, this person functions as a Facility Technician. During high-demand periods (e.g., weekend setup, snow events, special events), facility technician duties take priority.

- Follow direction from the Campus Facility Manager and Ministry Leaders for all facility technician tasks
- Perform scheduled room setup and teardown according to work-order instructions
- Perform maintenance and minor repairs to furniture, buildings, campus grounds, and equipment as assigned
- Assist with daily lighting walk-throughs, restroom inspections, and supply restocking
- Assist with snow removal, lawn mowing, landscaping, and grounds maintenance as needed
- Assist janitorial staff with additional cleaning as needed

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- Conduct routine inspections of the building, grounds, tools, and equipment as directed
- Use the work-order system to track and complete assigned tasks
- Safely and effectively use all necessary equipment including ladders, cleaning equipment, mowing and lawn care equipment, and hand and power tools
- Assist in the performance of daily and nightly lockdown procedures when scheduled
- Attend all team safety meetings and safety training sessions

Physical and Interpersonal Requirements and Skills:

- Have the physical ability to safely perform facility technician tasks including setup/teardown, snow removal, maintenance, and cleaning
- Have the ability to safely lift and manipulate 50 pounds repeatedly during a normal shift
- Have the ability to safely use ladders, including standard, folding, and 10-foot long, in conjunction with overhead work
- Have strong interpersonal and communication skills, with the ability to recruit, motivate, and lead volunteers of all ages and backgrounds
- Be organized and detail-oriented, with the ability to maintain schedules, rosters, and records
- Be comfortable with basic computer applications including email, spreadsheets, and scheduling tools
- Have the ability to perform duties as needed outside of typical office hours (depending on events or weather)

Key Qualities

- Be an example of the type of Christ follower that we want our people to become by embracing The Chapel's vision, holding to our statement of beliefs, practicing our approach to ministry and embodying our culture
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship at The Chapel
- Believe that the Holy Spirit indwells and empowers every follower of Jesus, and consistently experience the very power and presence of God at work inside, through, and around themselves as they participate in God's mission in the world
- Share in the continued mission of Jesus by consistently ministering, through the power of the Holy Spirit, God's presence, love, truth, and power to all those encountered
- Become a visible example and model for our congregation and be authentic, joyful, winsome, inspiring and compassionate
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances

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General Requirements

The Facility Community Development Specialist must embody the mission, vision and values of The Chapel, as outlined below, by being a visible example and model to all those within their scope of influence.

Our **MISSION**: *To help people come alive to God! This means we:*

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

Our **VISION**: *To help ignite revival in our church communities, and around the world! Revival happens whenever a group of people, anywhere, at any time, come alive to God. We do this by pursuing:*

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Our **VALUES**: *To be a people fully devoted to God and others. We trust God in all things, big and small. We live authentically, never pretending to be something we're not. We embrace life with joy, finding ways to have fun along the way. We do this by:*

- Living All-In: A fully-committed people who come in third (God, others, self)
- Having Expectant Faith: He is who he said he is and will do what he said he will do
- Being Authentic: Honest, forthright, plain-spoken and integrity-filled
- Having Fun: Vibrant, winsome, joyful

This role description is meant to describe the general nature and level of responsibilities being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.