



ROLE DESCRIPTION • Part Time (20 Hours)

Role Title:	Space Director	Reports To:	Operations Director
Department:	Operations	Supervises:	Volunteers

Ministry Overview

Summary:

The Director of Space is a critical role for the effective gathering of Awakening church. This role provides essential management over the setup and teardown of equipment for all church services and special events, while dedicating consistent oversight and maintenance with storage, office, and vehicle resources.

Job Description

RESPONSIBILITIES

The following are the core responsibilities of the role and estimated percentage of time devoted to each area:

1. (80%) **Space Ministry:** To lead and oversee all set-up and teardown on Del Mar's campus for Sunday service and special events through efficient systems, volunteer management, Del Mar relations, and equipment upkeep.
2. (10%) **Storage:** To manage the organization, maintenance, and transportation of equipment/items stored inside Del Mar containers and Self-Storage Unit.
3. (5%) **Office Space Support:** To provide ongoing support of Awakening office hardware and furniture maintenance/installations.
4. (5%) **Vehicles:** To oversee the maintenance, refueling, and registrations for the box truck and van.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- College degree or equivalent
- Experience using tools to maintain and build equipment
- Management of teams

REQUIRED SKILLS

- Effective Team Building
- Peer Relationships
- Priority Setting
- Process Management
- Problem Solving

SPIRITUAL GIFTS

- Administration
- Serving
- Organization

PHYSICAL LABOR REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer.
- Ability to physically stand, bend, squat, and lift up to 30-40 pounds.