



TITLE: Facilities Coordinator

DEPARTMENT: Facilities

REPORTS TO: Director of Operations

SALARY: DOE, Full-Time

PRIMARY FUNCTION:

The Facilities Coordinator leads the maintenance, repair, and improvement of all Club facilities, grounds, vehicles, equipment, and organizational assets. This position plans preventative maintenance, supervises Facilities staff, coordinates vendors and community partners, and supports the Director of Operations in maintaining safe, functional, and welcoming environments for youth, staff, and families.

The Facilities Coordinator proactively identifies facility needs, develops cost-effective solutions, leverages community partnerships whenever possible, and ensures organizational resources are used responsibly

KEY ROLES:

FACILITIES MANAGEMENT

- Plan and manage preventative and seasonal maintenance schedules.
- Conduct facility inspections and prioritize repairs and improvement projects.
- Perform general maintenance and repairs, including painting, drywall, plumbing, electrical, landscaping, fencing, doors, ceilings, parking lots, and other facility needs.
- Coordinate vendors, contractors, volunteers, and community partners, utilizing in-house solutions whenever practical.
- Maintain equipment, tools, vehicles, inventories, warranties, maintenance records, and vendor information.
- Obtain estimates, negotiate pricing, and oversee projects from planning through completion.
- Anticipate maintenance needs and implement preventative solutions before emergencies occur.

SAFETY

- Maintain safe, clean, and welcoming facilities.
- Address safety concerns promptly and support Safety Committee initiatives.
- Complete required safety inspections, including fire extinguishers and other facility checks.
- Ensure compliance with organizational, community, and BGCA safety standards.

LEADERSHIP & OPERATIONS

- Supervise, train, schedule, coach, and evaluate Facilities staff and volunteers.
- Participate in hiring, onboarding, and performance management.
- Support the development and monitoring of the Facilities/Operations budget.
- Monitor project costs and review completed vendor work before invoice approval.
- Serve as the primary contact for maintenance requests and facility operations.

ORGANIZATIONAL SUPPORT

- Build positive relationships with vendors, contractors, and community partners.
- Support organizational events through facility setup, logistics, and transportation.
- Assist other departments during events, emergencies, and organizational priorities.
- Continuously improve facilities, increase efficiency, reduce costs, and model BCGGS TEAM FUN values.

SKILLS/KNOWLEDGE REQUIRED

- Experience in facilities management, maintenance, or a related field.
- Knowledge of building systems, preventative maintenance, and repair practices.
- Proficiency with hand and power tools.
- Demonstrated leadership, project management, and organizational skills.
- Ability to prioritize multiple projects and respond to changing operational needs.
- Strong communication, problem-solving, and decision-making skills.
- Experience working with vendors, contractors, and community partners.
- Ability to obtain estimates, negotiate pricing, and oversee projects.
- High school diploma or GED with at least one year of related experience or an equivalent combination of education and experience.
- CPR and First Aid Certification within 30 days of hire.
- Valid Oregon Driver's License.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Active environment requiring extended periods on feet and frequent lifting of objects.
- Capability to work in varying weather conditions.
- Physical demands include standing, walking, handling objects, reaching, climbing, balancing, stooping, kneeling, crouching, crawling, and talking/hearing.
- Occasionally required to sit.
- Must frequently lift/move more than 50 pounds.
- Vision requirements include close vision, distance vision, color vision, and depth perception.

TO APPLY: Please email Melissa Suing, Human Resources Director, a resume, cover letter, and three references to msuing@bgcgreatersantiam.org.

DISCLAIMERS:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

BGCGS provides equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. BGCGS uses only job-related criteria in making decisions concerning applicants and employees.

All employees are subject to pre-employment background checks.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Updated 07/29/2026