



VAN AND FACILITIES COORDINATOR JOB DESCRIPTION

JOB TITLE: Van and Facilities Coordinator
DEPARTMENT: Operations
REPORTS TO: Associate VP of Outreach

STATUS: Part-Time
CLASSIFICATION: Non-Exempt or Contract
WORK HOURS: Approximately 10-18 Hours,
Monday-Friday

ABOUT TREEHOUSE

TreeHouse is a faith-based, non-profit organization offering hope, guidance and life transformation to hurting teens and families during difficult times. The vision of TreeHouse is to reach every vulnerable teen so they are loved, feel hope and realize life transformation. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff and teens. TreeHouse is based in Minneapolis/St Paul and is growing to lead the nation in helping at-risk teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support and accountability.

JOB SUMMARY

The Van and Facilities Coordinator ensures that our fleet of over 30 vans are at their best for transporting teens. This position will also manage our two owned TreeHouse locations in New Hope and Chaska, and our Program & Training Center in St. Louis Park. Assist with set up and tear down for core and signature events. Perform other duties and responsibilities as assigned.

ESSENTIAL JOB FUNCTIONS

FACILITIES

- Troubleshoot maintenance issues and resource solutions at the two owned facilities through external resources regarding repairs, upgrades, cosmetic changes, safety and security needs, etc.
 - Facilitate all moves of furniture, as needed
 - Arrange and monitor trash and cleaning services
 - Replenish supplies as requested or as needed
 - Arrange resources to meet for external facility needs, both seasonally and as needed (snow removal, landscape needs, pruning needs, leaf removal, gutter cleaning, etc.)
 - Monitor all utility companies and respond to any issues
- Oversees the logistical needs of the Program & Training Center, be available to oversee the repairs, upgrades, cosmetic changes, safety and security needs, etc.

VANS

- Coordinate the process and execution of van maintenance with outreach staff, including making arrangements for repairs, managing spare van usage, and coordinating decals for new vans
 - Ensure that all vehicle documents are current, including registration, insurance cards, accident reports and safety kits
 - Manage relationships with auto body shops and Roadside Assistance for timely, complete and cost-effective results
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QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Service oriented; process- and task-oriented
- Good administrative and communication skills; able to text and email effectively
- Knowledgeable in maintenance of facilities and vans
- Ability to multi-task and remain calm under pressure
- Able to oversee volunteer crews at facilities and regarding vans
- Strong interpersonal skills; ability to work with individuals at all levels of the organization
- Self-motivated with ability to meet deadlines independently and as part of a team
- Collaborative, able to forge positive working relationships with a wide variety of people
- Desire to continue learning and improving skill sets
- Strong written and verbal communication skills
- Sound judgment and confidentiality