

## Job Description

**Title:** Orillia Logistics Manager (Part Time)

**Mission:** To lead people into a growing relationship with Jesus Christ

**One sentence position summary:** To provide overall management for all aspects of E-Teams, trailers, gear and manage various technical aspects.

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**Synopsis** As a fully devoted Christian, with a growing personal relationship with Jesus Christ, you will have a passion for managing logistics projects, leading, developing and scheduling teams and working with A/V equipment. You will possess strong gifts in leadership, organization, team building and are well versed in with technical equipment and hauling trailers.

**Reports To:** Orillia Campus Pastor

### Qualifications

You are:

- Someone who has experience organizing teams and resources for maximum productivity.
- An enthusiastic team player with a personality and style that attracts people to your team.
- Reliable and dependable. You consistently deliver on commitments.
- A leader that has presence and can take control of a situation and make decisions.
- A problem solver with the ability to analyze a situation and devise solutions.
- A self-motivated and proactive individual who can see what needs to be done and does it without someone having to tell you exactly what to do.
- Someone who is familiar with the maintenance and operation of trucks and trailers.
- Comfortable with technical sound and video equipment.
- A passionate follower of Jesus whose spiritual growth is focused on intimacy with God, influence with non-believers, and community with believers.

### Responsibilities

You will:

- Provide overall leadership to the Orillia E-Teams, in all ministry environments.
- Specifically lead, train and encourage Sunday Morning E-Team Captains and E-team volunteers.
- Recruit new E-team volunteers on a regular basis and utilize intentional apprenticeship.
- Be responsible for setting and communicating the E-Team monthly schedule for all E-Team members and drivers and will ensure accountability to the schedule.
- Cast vision with the team on continuously improving the quality of environments, while ensuring smooth and timely set up and tear down each Sunday.
- Evaluate the effectiveness of set up and tear down in all environments and provide recommendations on how to optimize and implement any recommendations.
- Ensure optimal storage location for trailers and manage any implications of snow/storms.
- Be responsible for linking with the Barrie Logistics Manager, who will coordinate the maintenance and repair of all gear.
- Coordinate gear/equipment set up and tear down for Inside Out (Gr 9-12) on Sunday evenings.
- Coordinate gear/trailers/drivers for any other special events in Orillia, including baptisms, volunteer events.
- Ensure compliance of four trailers (22') and drivers with any regulatory and safety requirements.

## Secondary Responsibilities

- Coordinate the scheduling of all Orillia Production Team members and holding these volunteers accountable on Sunday mornings.
- The overall leadership and training/apprenticing of the Production Team is the role of the Service Programming Manager (Justin Piercy).
- Ensure smooth technical execution in all environments (main, children and student ministry) and provide technical trouble shooting on Sunday's.

**Work Schedule:** Approx 10-15 hrs per week, which includes working Sunday from 6:30 AM - 12:00 PM and coordinating Inside Out Sunday evenings.