

Logistics Director



Reports to: President

Job Summary

The Logistics Director plans each GZ event and oversees the GZ venue and operations to create a safe and efficient environment that facilitates relationship-building. This staff member's eye for detail and strong organizational skills will ensure that unchurched teenagers, youth groups, guests and ministry speakers/artists have an exceptional experience at Ground Zero.

Essential Functions of Job

- Collaborate with GZ staff to create, plan and implement inspiring and life changing ministry to teenagers.
- Embrace Ground Zero's mission, core values, and strategy
- Honor ministry policies outlined in Ground Zero Handbook
- Raise and maintain personal ministry partnership support
- Perform other duties as requested by the President of GZ.
- Cultivate awareness about Ground Zero in the community
- Understand every staff member has a role in advancement

Event Logistics

- Plan and oversee summer concerts on the boardwalk.
- Plan, facilitate and manage all of the logistical aspects of GZ events and concerts.
- Serve as liaison for visiting artists/speakers and provide logistical support by arranging travel, securing local accommodations and facilitating all event requirements.
- Create a "wow" experience for visiting artists/speakers to ensure all their needs are met, that they are appreciated and leave with a memory of a great GZ experience.
- Retrieve, organize and set up event supplies as needed.
- File application and work with city officials to secure required permits for GZ events.
- Secure off duty officers for events when needed.
- In the spirit of excellence, plan, organize and oversee GZ events and ensure venue is setup and ready whenever the doors are open.
- Participate in planning and provide logistical support for all GZ Advancement Events.

Facility Oversight

- Create and implement a process to inspect and maintain venue equipment, furniture, and fixtures to ensure ongoing repairs and upkeep
- Schedule and facilitate quarterly, biannual, and annual cleaning and maintenance projects
- Supervise volunteers and cleaning services to ensure the internal and external facility is consistently cleaned and presents the GZ venue with excellence
- Facilitate venue improvement projects by overseeing mission teams, volunteers and hired contractors for specified facility projects
- Schedule facility rentals, manage rental agreements, collect rental payments

Leadership Teams

Organize and oversee these leadership teams:

- Safety
- Interaction