



Title: Parramore Campus Manager

Reports to: Director of Operations

Organization: Christian Service Center for Central Florida

Location: Downtown Orlando, FL

Hours: 40-hour work week, schedule to be determined in partnership with supervisor

Pay Scale: \$55,000-65,000

Position Summary

The Christian Service Center is seeking a Parramore Campus Manager to oversee both the physical property and day-to-day services for individuals experiencing homelessness at our Downtown Orlando campus. As a key leadership role, the Campus Manager ensures a safe, clean, welcoming environment and the effective delivery of wraparound services that support our mission: to prevent homelessness, combat poverty, cultivate self-sufficiency, restore hope, and glorify God through the faithful provision of services that meet physical, emotional, and spiritual needs.

The Campus Manager combines facility oversight with direct services management. Responsibilities include supervising maintenance and janitorial teams, coordinating service delivery with partner agencies, managing volunteer teams, supporting procurement and donations, and leading efforts to ensure guests are treated with dignity and receive equitable access to resources like meals, showers, clothing, hygiene kits, and referrals to housing programs. This position plays a central role in fostering a trauma-informed, collaborative, and compassionate environment for guests and partners alike.

Chief Responsibilities and Duties

Campus and Property Management

- Supervise sanitation, janitorial, and facility staff and volunteers to ensure daily, weekly, and monthly maintenance tasks are completed.
- Conduct light repairs and routine landscaping when needed.
- Coordinate with contractors and facility vendors, ensure compliance, and report major maintenance needs to the Director of Operations.
- Oversee the facility maintenance budget and meet regularly with Finance to review project costs and priorities.
- Maintain a list of ongoing maintenance and capital needs and priorities.
- Maintain campus safety and cleanliness, and complete regular inspection checklists.

- Work with the Property & Facilities Committee on long-term capital planning and budgeting.
- Support campus preparation for emergencies (e.g., hurricanes, cold nights) in coordination with staff and partners.

Day Services Oversight

- Lead volunteers in providing daily services such as meals, hygiene supplies, restrooms, computer and phone charging access, mail services, showers, and laundry.
- Ensure services are low-barrier, trauma-informed, and welcoming to all guests.
- Monitor and respond to guest feedback and needs.
- Manage supplies, inventory, and ordering; coordinate with the Marketing and Volunteer teams to procure clothing and hygiene donations.
- Lead the monthly Partner Meeting and maintain regular communication with co-located agencies providing medical, behavioral, legal, SNAP, Meals, Outreach, etc.
- Ensure consistent data collection from on-site service partners.
- Develop goals and conduct annual staff evaluations.
- Support meal service and guest interaction as needed.

Qualities and Competencies

- Self-starter with strong initiative, attention to detail, and commitment to service.
- Excellent interpersonal, written, and verbal communication skills.
- Experience coordinating cross-functional teams and volunteer groups.
- Comfortable working in a dynamic, fast-paced environment with diverse populations.
- Demonstrated problem-solving ability and collaborative leadership.
- Confident interacting with people from all walks of life with compassion and respect.
- Flexible, resourceful, and organized.

Education and Experience

- Previous experience in property/facilities management, day service or shelter programs, or nonprofit social services.
- Proven team leadership and supervisory experience.
- Familiarity with electrical, plumbing, HVAC systems, and light repairs preferred.
- Comfortable using Microsoft Office Suite and managing budgets.
- Valid driver's license and clean driving record required.
- Reliable personal vehicle; mileage reimbursement provided.
- Must be able to stand, walk, lift, and use stairs regularly during the workday.
- Ability to lift up to 40 lbs.

Christian Service Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard for race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, reach with hands and arms, stand, walk, and use stairs. The employee also needs a reliable vehicle and will be reimbursed for mileage.