



Operations Coordinator Job Description

30-35 hours/week \$20-\$22/hour

Assisting with the coordination of events and activities of a unique, busy community center that has a welcoming, caring culture and serves a wide range of ages and personalities.

Hours variable - averaging 30-35 hours daytime and evening - depending on 19 Carter event schedule.

Responsibilities:

Daytime Open Hours

Greeting and welcoming each patron as they come in. Answer phone. Assign tasks to volunteers on duty. Handle all money transactions for tickets, donations, art sales, etc. through POS system. Retrieve mail. Organize and present shared snacks and beverages. Sort recyclables. Load/empty dishwasher as needed. Monitor supply levels and communicate with Operations Manager. Provide administrative assistance to other staff.

Manager on duty for public events and assigned open hours

Be manager on duty during assigned open hours and events including troubleshooting potential issues with building and volunteers as they come up. Work with and give instruction to assigned volunteers.

Assist with Private Rental Events

Open/close facility for assigned private rental events (follow established checklist).

Assist with Building and Grounds Maintenance

General straightening up and cleaning of furniture inside and out. Ensure walkways are clear. Assist with monitoring groundskeeping to ensure safety of patrons.

Assist with Marketing

Assist Marketing and Event Manager to keep bulletin boards and posted flyers current. Work with volunteers to post flyers outside of 19 Carter.

Other duties as assigned.

Reports to Executive Director, works closely with Operations Manager and Event/Marketing Manager.

(see next page for qualifications)

Qualifications:

- Work experience in a customer focused environment required
- Proficiency in MS Office, G Suite and data base software experience required
- Must have good oral and written communication skills
- Must be able to prioritize tasks in a changing environment
- Must be organized and detail oriented
- Must use discretion and ensure confidentiality while handling sensitive matters with respect to staff, volunteers, and patrons alike
- Capable of setting and holding nonjudgmental expectations for volunteers and patrons
- Experience working with volunteers or as a volunteer preferred
- Event management experience preferred

Please send resume and cover letter to 19Carter1887@gmail.com or go to <https://19carter.org/> to apply online.