



MHOSC, LLC  
16500 Condit Road  
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[www.MHOSC.org](http://www.MHOSC.org)

## **Now Hiring for a Director and Business Manager**

The Morgan Hill Outdoor Sports Center is an outdoor sports facility with a wide range of users. MHOSC is a non-profit organization managing the city-owned 12 field facility for both youth and adult sports and events. Users include weekly and weekend rentals by youth/adult sports organizations and large tournaments and other events on weekends.

We are hiring for a full time Director, who will be responsible for managing all aspects of the facility, including business operations, staff, and the facility. Position will be financially responsible for the operations of the business reporting to a Board of Directors.

Weekly activities will include managing staff, working with customers for events and other bookings, representing MHOSC to the city and the community, planning facility maintenance and improvements. It is essentially a thriving and busy small business with the director at the helm.

Director will be responsible for managing growth, including developing and growing business systems as needed.

Job Duties Include but are not limited to the following:

- Manage day-to-day facility operations, including supervision of all onsite various events.
- Create and manage budget, monitor KPI's, managing bank deposits, and data entry in conjunction with bookkeeping firm.
- Promotional campaigns including advertising and marketing of facility as well as website and other social media presence
- Manage all event scheduling, secure contracts with clients for event, manage and process all reservations and interest requests. Manage all invoicing for events timely. Maintain an updated contract, pricing schedule, and online calendar of events/availability.
- Maintain professional public relations with Local and Regional users.
- Work directly with the City of Morgan Hill designated representative, our partner.
- Ensure proper security systems, evacuation routes, and traffic logistic plans are in place and alternatives are prepared as contingency planning.
- Manage and facilitate equipment repairs, including replacing/ordering new equipment if needed.
- Monitor all field conditions in coordination with groundskeepers. Ensuring field safety at all times.
- Establish and manage facility rental fees and contracts.
- Manage additional staff including groundskeeper, Event Staff, Customer Service Representative and any additional service providers that may be brought onsite for event-specific support (i.e. tournaments).
- Other duties as assigned by MHOSC, LLC

## Requirements

- Excellent customer service skills, including experience working with customers over the phone, email and in person
- Strong interpersonal skills, including experience with consumer customer interaction ie retail or small business B to C
- Sports tournament and/or event management or sports facility experience, especially youth tournaments is a plus
- Excellent computer skills including familiarity with standard business systems such as Word, Excel and their Google equivalents
- Experience with business finance including familiarity with Quickbooks and an understanding of financial accounting requirements for a small business
- Experience managing, scheduling and mentoring either full or part time staff
- Ability to lift 30 pounds and willingness to be hands on - moving equipment and fixing things is occasionally required!
- Solid verbal and written communication skills, including active listening, flexibility, critical thinking, and the ability to multi-task and ensure effective time management.
- Demonstrated organizational and project management skills to work successfully with clients to produce high quality events and well managed facilities that meet client needs.
- Previous facility management experience preferred.

## Experience/Education Requirements:

- Bachelor's degree or equivalent experience.
- Minimum 3 years in a management and/or small business leadership role.

Full time hours are variable and can be flexible depending on the business needs. Availability will need to include weekend events and management of evening staff. Working at the facility location will be common but many things can be managed as work from home.

Interested Candidates should send resume to Sandra Todd, Acting Director at [Director@mhosc.org](mailto:Director@mhosc.org)

MHOSC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.