



Job Description

Facility Manager, Community Center

Department: Recreation Services and Parks
Position: Facility Manager
Reports to: Director of Recreation Services and Parks or her designee
Supervises: None
Hours: FLSA Non-Exempt Position

Purpose: The purpose of this position is to assist with the administration, scheduling, and daily operation of the Community Center as well as the Borough's parks. In addition, the candidate will be responsible for closing the facility on a daily basis. The position will involve assisting the Director or her designee in the development, implementation, execution, and innovation of all programs and provide administrative support to all full and part-time staff in the Department.

Tasks: The Facilities Manager is responsible for providing exceptional customer service; educating all members and/or participants on Department policies and procedure and enforcing said policies and procedures; and acting as the primary contact for members and individuals utilizing the Community Center along with Borough parks and all other recreation facilities.

Registers all members, guests and visitors using the appropriate rules and regulations, as well as greets and properly directs all users. Reviews and maintains the master schedule on recreation software for all department facilities. Ensures payment protocols are upheld for usage of the facility and processes payments, memberships, waivers, licenses and permits, reservations and rental requests. Manages incoming calls professionally and efficiently. Compiles schedules, flyers, tracking documents and other promotional materials. Maintains ordering, inventory and maintenance lists. Maintains and checks equipment and completes a daily task sheet following opening and closing procedures. Ensures the cleanliness, safety and organization of the Community Center.

Assists instructors in preparing for classes, activities and events. Provides administrative support for department special event planning. Distributes daily incoming mail and maintains organized files. Provides support for special events.

Conditions: Depending on assigned shift, work schedule will include evenings (some weekends for special events). Must be able to lift up to 50 lbs., stand for periods of time, and set-up/breakdown tables, chairs and other recreational apparatuses or items required for rentals and programs.

Required Skills, Knowledge and Abilities: High school diploma or equivalent; recreation and administrative experience preferred but not required; ability to read, comprehend and write

English; familiarity with office and computer technology equipment is required; flexibility; demonstrated ability to work for more than one person; self-motivated; organizational skills; ability to listen, comprehend and communicate information. Ability to provide exceptional customer services is required.

This job description does not list all duties of the job. The Director of Recreation Services and Parks or her designee may ask employee to perform other job-related duties. Employee will be evaluated in part based upon performance of the tasks listed in the job description.

This is an FLSA non-exempt position. The position is an at-will position; the person hired for this position is hired for no specific term and the Borough reserves the right to terminate the relationship at any time. Nothing in this job description should be construed as a contract or guarantee of continued employment and the Borough reserves the right to change benefits or bypass discipline policies if the situation warrants.

I, _____, have read and understand all of the duties and requirements specified in this job description and agree to abide by all rules and regulations while in the employment of the Borough of Conshohocken.

Employee Signature _____

Date _____