

JOB DESCRIPTION

The Town of Dolores is hiring an individual to serve as a manager for the Community Center.

The job will entail overseeing the daily functions of the community center and includes.

- Ensure safety is a priority during all events.
 - Ensure the building is maintained and ready for event rentals
 - Coordinate event bookings, updated schedule and post on the center website.
 - Act as a liaison between the Town of Dolores supervisory board, attend monthly Advisory Board Meetings
 - Adhere to budget constraints.
 - Update website and maintain active social media presence.
- Maintain active bookings, reach out to local and regional individuals and organizations which may be interest in using the facility.
- Foster a sense of community through booking schedule- for public and private events to generate income.
 - Presence at events before and after to ensure renters understood regulatory and contractual considerations and to ensure the facility is not damaged.

Job Qualifications/Duties

- 24 Hour Response time to all Inquiries
- Reliable and Responsible
- Good understanding and/or experience in facility rentals and or events organizing.
- Excellent communication skills, including the ability to utilize and read online and social media presence for the center.
- Ability to work independently, problem solve and seek out help when necessary.

- A desire to see the community center function as the heart and soul of Dolores.
- Ability to work with people of all ages and from all walks of life.
- Attend monthly Dolores Community Center Board Meetings
- Adhere to the budget and ensure community center operates on cost natal or positive economic financial status.

Compensation/Expectations

- 15-20 Hours a week. Hours will fluctuate seasonally, with more hours during the summer than winter.
- Cannot be Town of Dolores Employee
- Salary is a flat rate \$750 a month, with a chance to earn commissions on event bookings.
- Job is a contract position with no benefits