

COMMUNITY CENTER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for the overall operation of the Town of Binghamton's Community Center. The incumbent opens and closes the Community Center, responds to inquiries regarding availability and schedules rentals of the Community Center, as well as maintaining the inside and outside of the property. Work is performed under the supervision of a higher level employee, with leeway allowed for the use of independent judgment while following prescribed policies and procedures. Supervision is exercised over part-time and/or seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to inquiries regarding the use of the Community Center;
Schedules and coordinates events and maintains events calendar;
Receives, reviews and approves contracts for the use of facility;
Ensures the maintenance, general care and safety of facility and equipment;
Receives and records collection of fees for facility use;
Prepares and maintains records of use and revenue received;
Maintains inventory of supplies and equipment used;
Responsible for the receipt of facility keys, as well as returning the security deposit, after an event;
Distributes keys to weekly renters and reviews facility rules;
Responds to calls regarding problems at the facility, including those after hours;
Responsible for the opening and closing of the facility for special events;
Coordinates use of park facilities to ensure parking is available for special events;
Performs a variety of maintenance duties;
Interacts with visitors and ensures that they have a positive and pleasant experience;
Prepares yearly reports on facility usage and revenue for Town Board and Supervisor;
Inspects for and reports damage to facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the scheduling and organizing of events;
Ability to establish and maintain effective working relationships;
Ability to maintain records and prepare reports;
Ability to use tact and courtesy when dealing with the public;

Ability to communicate effectively both orally and in writing;
Ability to perform simple custodial tasks;
Ability to get along well with others;
Ability to operate a personal computer;
Dependability;
Courtesy;
Initiative.

MINIMUM QUALIFICATIONS:

A) Graduation from high school or possession of an equivalency diploma and two years of experience that involved direction interaction with the public, or in the scheduling of events.

NOTE: Incumbents in this position may be required to be on call/respond to emergencies on weekends, evenings and holidays.