



Grand County

Job Description

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| Title: | Facility Coordinator | Job Code: | 1910 |
| Division: | Operations | Effective Date: | 9/2017 |
| Department: | Grand Center | Last Revised: | |

GENERAL PURPOSE

Performs a variety of **administrative** tasks related to planning, organizing, and coordinating the Grand Center activities, events for seniors and community events or meetings.

SUPERVISION RECEIVED

Works under the direct supervision of the Program Director and

SUPERVISION EXERCISED

Provides direct supervision to volunteers.

ESSENTIAL FUNCTIONS

Senior Center Management: Ensures the development of recreational programming for seniors. Develops, maintains, and monitors community partnerships.

Oversees the activities for seniors. Organizes volunteers to teach the classes at the center. Assists the activities committee in planning senior activities. Transports seniors as needed for events. Ensures the rooms are set-up for class activities.

Ensures recruitment, training, retention, and placement of volunteers for the Grand Center operations.

Community Outreach: Organize community outreach events and partnerships. Provides or organizes training and awareness for both senior and community programs and resources.

Develops the monthly newsletter and events calendar.

Manages the Grand Center's social media accounts, and assists the Program Director with the webpage.

Facility Management: Oversees the maintenance of the facility and grounds, including inventory of all County property.

Oversees all aspects of facilities management that includes, but is not limited to, scheduling, execution of the contract, and ensuring proper insurance coverage; ensuring the facility is properly set-up, collecting of fees, inspecting facility after rental. Communicates to staff regarding the proper set-up of the facility. Maintains a calendar of events and publishes the calendar to center staff.

Schedules and prepares contracts; oversees facility security, insurance and collection of fees. Coordinates with the kitchen manager to make provision for commercial kitchen rental.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. Graduation from high school, plus one (1) year of specialized training, chef school, or related instruction;
AND
 - B. Three (3) years of experience working with the older population and volunteers or related duties;
OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of theories, principles, and objectives of vulnerable adults; program development and evaluation; accessing community resources and relationship building; marketing materials; computer systems; negotiation and conflict resolution; food service in a commercial environment; federal, state, and county applicable rules and regulations.

Considerable skills in interpersonal relationships, decision making, and use of computer software programs; the art of diplomacy, communications and creative problem solving.

Ability to direct the work of volunteers and prioritize and manage work schedules; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; anticipate changing needs for services and facilities; operate personal computer and various software applications for word processing; exercise tact and judgment in communicating with patrons; interpret and communicate rules, regulations, policies and procedures; analyze and evaluate program data; relate to individuals from diverse backgrounds; act independently within scope of responsibilities; relate effectively with older adults; effectively communicate verbally and in writing; assess emergency situations.

3. Special Qualifications:

Must be able to pass a background investigation. Must possess a current Utah driver's license. Must pass a pre-employment drug screening. Must obtain a CPR and First Aid certification, and Food Handlers Permit within three months of employment.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing are essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)