



## Job Posting: Community Center Manager

Position: Community Center Manager  
Department: Administration  
Supervisor: Bluff Mayor  
Date: Application Due by Friday, February 10, 2023.  
Position remains open until filled.

To Apply: Submit a current resume and cover letter to:  
[office@townofbluff.org](mailto:office@townofbluff.org)  
or send cover letter and resume to:  
**Mayor Ann K. Leppanen**  
**P.O. Box 324**  
**Bluff, Utah 84512**

### **Overview**

The Community Center Manager will oversee the day-to-day operations of the Town of Bluff facilities including the Bluff Community Center, Fire Mesa Kitchen and town-owned parks and facilities. Areas of responsibility include, but are not limited to: classes and events, rentals, custodial support and maintenance, facility logistics and operations, and special events. The position will ensure Town of Bluff facilities are properly maintained and will perform a wide variety of duties for meetings, events, classes, and programs.

### **Key Responsibilities**

- Coordinates the logistics for facility rentals, including but not limited to, providing tours and information to prospective renters via phone, email, or in person.
- Performs administrative and logistical tasks such as scheduling rentals, maintaining facility records, preparing reports, posting community class schedules online and on community bulletin boards, and sets climate control features at the physical facility.
- Coordinates fee collection with the Town of Bluff Clerk; reviews records and files to ensure proper documentation consistent with Town policies and procedures.
- Implements the details outlined in rental agreements with renters and acts as the Town of Bluff representative to patrons, vendors, and participants to ensure events are properly executed with optimal satisfaction.
- Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to Mayor or Town Manager as appropriate.
- Oversees the activities of staff; plans, assigns, schedules, trains, directs, and monitors janitorial and maintenance staff.
- Provides communication and written documentation regarding all recreation program areas and facility activities, including, but not limited to damages, accidents, problems, needs, issues, and compliance with rental agreements, policies, and procedures.



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- Responsible for monitoring and inspecting Town of Bluff facilities, supplies, and equipment for safety and security; supervises routine facility and park maintenance and ensures repairs are completed as needed. Help to organize and maintain rental related equipment (kitchen, dishes, audio-visual equipment, etc.)
- Monitors inventory, collaborates with clerk to order supplies, and maintains purchase records within authorized budget.
- Maintains records and completes required reports, as necessary.
- Works collaboratively with internal and external stakeholders.
- Performs other duties as assigned.

### **Desired Qualifications and Skills**

- Excellent written and verbal communication skills.
- Ability to effectively interact, work, and develop meaningful relationships with people of various cultural backgrounds.
- Strong organizational skills and/or experience in task management.
- Ability to meet strict deadlines.
- Fluency in Microsoft Office Suite, as well as strong computer skills are preferred.
- Requires the ability to work independently and collaboratively with elected officials, staff, and external stakeholders.

### **Physical Demands**

- Must be able to regularly lift and transport up to 15 pounds, as well as frequently lift and or transport moderately heavy equipment or furniture up to 50 pounds
- Must have the ability to perform office-related tasks which may include prolonged sitting or standing

### **Hours**

**This is a part-time position without benefits.** The position requires an irregular, flexible work schedule including weekends, early mornings, evenings, and holidays, as necessary.

### **Hourly Compensation Range**

\$25.00 - \$30.00/hour - Commensurate with experience

The Town of Bluff provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.