

SHHA Community Center Manager

RESPONSIBILITIES

- Event Planning Manager
 - Manage the planning and execution of events, activities and socials
 - Take a lead role in the Sleepy Hollow Social Club - partner with SHHA Board to hold meetings, identify new opportunities for content and support ongoing efforts of community volunteers
 - Primary point for annual socials - Summer Kick Off, 4th of July, End of Summer, HOLLOWEen and Holiday Party
 - Drive new revenue generating opportunities through 3rd party classes and events
 - Manage the SHHA Events Calendar for SHHA, SHCF, SHST and Troop 50 Scouts
 - Support SHCF and Spring Gala efforts as needed
 - Support community requests and input for events and activities
 - Update profit/loss financials for each event
 - Provide recaps for bulletin content and create timely social posts (photos and content)
 - Event Execution
 - Create event with graphic for flyers, social postings
 - Solicit community volunteers as needed or hire help
 - Ensure proper Waste Management
 - Furniture set-up and take down
 - Property clean up
- Private Rentals
 - Market community center to drive new bookings (weddings, birthdays, family events, etc)
 - Manage the Rental Tracker
 - Coordinate Events Calendar with Event Planning Manager to ensure all private events are listed
 - Provide lessees with tour of building and property and go over open/close and operating procedures (AV, HVAC, etc)
 - Ensure facility is properly prepped for lessee
 - Inspect facility after use by lessee and communicate any issues to lessee and Board
 - Partner with Community Center Manager to be "on call" during private rentals
 - Manage Renter Keys
- Group Fitness Program
 - Manage Group Fitness schedule in SignUpGenius (SUG) and on SHHA Calendar
 - Update upcoming classes monthly in SUG
 - Ensure class times are blocked on the SHHA Calendar correctly
 - SUG Creds
 - Manage the SHHA Class Pass Tracker
 - Update monthly classes
 - Update new participants
 - Work with instructors to ensure classes are accurately captured
 - Notify participants when they are due to renew class credits and update tracker once renewals have been processed
 - Send weekly emails to the Group Fitness Participants

- Perform monthly consolidation of profit/loss and update the RevShare doc
- Manage Instructors and their Invoice documentation and submission to SHHABooks
 - Provide new instructors with training and onboarding
- Building Maintenance
 - Maintain Keys
 - Manage Janitor schedule & invoice submission
 - Work with Private Event Rentals for extra cleanings
 - Manage building & locker room supplies - partner with swim team when necessary
 - Coordinate & Manage Site Supervisor Role
 - Repairs - if separate contractor is required, assist in managing that work
 - Small projects - identify and prioritize
 - Maintenance - ensure these duties are met
 - Marin Sanitary District and weekly waste pick up
 - Manage weekly/event pickups
 - Oversee ZERO WASTE MARIN efforts
 - Air Filters
 - Compressors
 - Back Flow Preventers
 - Fire Extinguishers
 - Window Washing
 - Cantina Door maintenance/repair
 - AED

IDEAL QUALIFICATIONS

- 5+ years of progressive responsibility in event or facilities management
- Programming interest and energy to build activities across age and interests
- Track record of delivering new revenue opportunities
- Ability to successfully engage, cultivate, and steward relationships with individuals and organizations that will enhance and ensure ongoing center and association success
- Outstanding interpersonal skills and a collaborative work style
- Strong organizational skills and technological savvy
- Superior communication skills and attention to detail
- A high level of professionalism, including discretion and the ability to maintain confidentiality
- Flexibility and willingness to take on and manage multiple tasks and responsibilities simultaneously
- Passionate about the mission of SHHA
- Bachelor's degree or equivalent work experience.

OPPORTUNITY HIGHLIGHTS

- Part time 20 hours a week
- Purpose driven work to continue to build an age inclusive community space that is unique in Marin and truly the heart of The Hollow!

REPORTING RELATIONSHIPS

Reporting to the SHHA President (and SHHA Board Program Chair), the Manager will have the opportunity to drive revenue through private event bookings and execute community programming. Coordinate as needed with Pool Manager regarding fitness classes and other events plus any pool specific events such as the smaller spring time school parties etc. Interact as needed for repairs and maintenance.