



RICHLAND COUNTY RECREATION COMMISSION

FACILITIES

POSITION SPECIFICATION

Part Time Community Center Site Manager

General Nature of Work: (Note: Should be one to three sentences summarizing the position)

Under the general supervision of the Community Centers Supervisor, organizes schedules classes and programs; assists with the planning of special events and trips; and assists patrons with rentals, offer information about the center/AAC to patrons, receive/receipt payments, serve as a receptionist and answer phone calls.

Primary Job Responsibilities: (Note: Should be limited to essential functions. Indicate Essential Functions under the Americans with Disabilities Act (ADA) with an asterisk. The omission of specific statements does not preclude the RCRC Executive Director from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Collecting and depositing all funds received through center programs and activities.*

Maintain database (i.e: entering financial information and generate cash draw report ensuring sign-in sheets and monies collected balance). *

Communicate with various individuals and groups such as city, county, and state officials, supervisors and other employees in order to provide and/or receive information and assistance. *

Enforces RCRC rules and regulations. *

Conducts facility safety inspections and immediately reports potentially hazardous conditions. *

Prepares and submits maintenance requests. *

Communicates with staff, supervisor and community, works as an effective team member.*

Assit with rental setup, break down and clean up. *

Perform other duties as required.

An * indicates essential function as defined by the Americans with Disabilities Act.

Knowledge, Skills, and Abilities:

Ability to be a self-starter

Knowledge of the policies, procedures, practices, programming, operations, and maintenance of the RCRC adult activity center.

Revision date: 5/14/2018

Ability to follow oral and written instructions.

Excellent oral and written skills, including, but not limited to the ability to provide great customer service to patrons, ability to speak to large groups and supervise employees.

Ability to work flexible hours.

Strong skills in word processing and database software applications to include Microsoft Word, Excel, Access and Google Applications

Ability to work groups and communities.

Physical Demands: (Note: physical demands are representative of the physical requirements for an employee to successfully perform the essential functions of the job with or without reasonable accommodation.)

Must be able to see, hear and orally communicate. Must have manual dexterity to operate various types of office equipment such as a computer and a calculator. Normal work is indoor climate controlled office environment and also includes some outside work responsibilities. Able to work a flexible schedule, weekend hours.

Minimum Education, Training, Certification Requirements:

Two years of college or two years of experience related to customer service support functions, or any equivalent combination of training and experience.

Employee Signature:		Supervisor Signature:	
Date:		Date:	

For Human Resources Use:

Job Code:	630-PT	Pay Band (Grade):	N/A
Department:	Facilities		
Exempt	<input type="checkbox"/>	Nonexempt	<input checked="" type="checkbox"/>