

Ocracoke Community Center
PO Box 194
Ocracoke, NC 27960

Community Center Coordinator

Qualifications:

Organized, dependable, and flexible
Work well with the public

Contract requirements:

Communicate with Community Center board to report of condition of the facility
Schedule functions for local and off-island users
Show center to potential users as needed
Communicate with users by phone and email; check PO box
Receive signed contracts, deposits, and payments from users
Forward money received and all bills/other mail to Community Center Board chair
Maintain online calendar
Update website as needed
Be available to scheduled users to:

- Provide key lock box code
- Respond to problems that may arise during facility use
- Notify user of the forfeiture of their deposit, in the event that a user did not properly clean or caused damage to the building.

Position may require an average of 7 hours a week. The annual contract payment is \$4800, paid monthly at \$400.

Contact:

Doreen Robinson, chair, Ocracoke Community Center Board
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