

## **Ocracoke Community Center Coordinator**

**Hours:** Part-time position, hours will vary based on rentals of the building. Everything else is flexible based on your availability.

**Qualifications:** Organized, Dependable, Flexible Availability, and Good Communication Skills.

### **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 clients as needed
- Communicate with clients by phone and email
- Setup telecommunication equipment for meetings when needed
- Check PO Box
- Receive signed contracts, deposits, and payments from clients
- Forward money received and all bills/other mail to the Community Center Board Chair
- Maintain ledger for Community Center payments/rentals
- Maintain online calendar
- Update website as needed
- Create and maintain social media presence for promotional purposes
- Be available to scheduled clients 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.
- Attend Community Center Board meetings when requested
- Other duties as needed at the discretion of the board

The annual contract payment is \$5160, paid monthly at \$430.

**Contact:** Please mail or email (preferred) resume with cover letter explaining why you think you would be a good fit for the position. Position will close on December 28, 2018.

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