

Ocracoke Community Center
PO Box 194
Ocracoke, NC 27960

Community Center Coordinator Qualifications:

Organized, dependable, and flexible, works well with the public.

Contract requirements:

Communicate with Community Center board to report on 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 post office 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.