

<b>Job Title:</b>	<b>Manager, Dr. Michael and Catherine Bullock Community Center and Recreation Center</b>	<b>Job Category:</b>	<b>Salary/Non-Exempt</b>
<b>Location:</b>	<b>Edmundite Missions Selma, Alabama</b>	<b>Travel Required:</b>	<b>Yes</b>
<b>Salary:</b>	<b>\$xx,xxx.xx</b>	<b>Position Type:</b>	<b>Full-time</b>
<p><b>JOB DESCRIPTION:</b> The manager of the Center is responsible for the day-to-day management of Center, while working closely with the Associate Programs Director ensuring high quality programming that meets community needs and desires. He/she is also responsible for developing programming partnerships with other complementary organizations as well as regularly engaging community members in programming feedback.</p>			

#### **ROLES AND RESPONSIBILITIES:**

- Internal Programming

Oversee programming that meets community desires and needs and reflects the priorities of Edmundite Missions to promote the health, wellness, and education of the community.

Manage a Missions-sponsored sports program including independent play, formal games, and practices

- Ensure that all policies and procedures are adhered to by all participants in Center programming; ensure all volunteers are vetted and undergo appropriate training, including Child Protect training
- Liaise with the Executive Assistant to the President to ensure that all desired uses by the President are accommodated in the Center calendar
- Oversee periodic Family focused events i.e. Family Movie Night, Tiara's and tie's dance etc.
- Collaborate with other Missions Departments on large scale Community and Special events

- External Programs

- Manage requests for use of the Center by outside groups. As appropriate, consult with the Associate Programs Director, who will confer with the Office of the President on such collaboration.



- Ensure that all policies are enforced in the course of outside use, advising the Associate Program Director and the Office of the President on any violations that would lead to termination of partner use of the Center.
- Community Relations
  - Organize and implement periodic community surveys and focus groups to ensure continuous understanding of community views, needs and preferences
  - Represent the Center to all community groups
    - Be a regular and reliable physical presence at the Center to reinforce the commitment of the Center to the wellbeing of the community
- Scheduling
  - Create and maintain all program schedules for the Recreation and Community Center
  - Ensure that Missions programs receive priority in facility scheduling
    - Troubleshoot and resolve any scheduling conflicts
    - Ensure gender and age equity in facility use
- Infrastructure
  - Ensure that the Center is maintained as a clean, healthy, safe, welcoming structure open to all.
  - Work with buildings and maintenance to ensure the upkeep of the building and all associated grounds and equipment
  - Liaison with equipment vendors to ensure proper functioning at all times
    - Ensure the security system is 100% functional 100% of the time
- Human Resources
  - Manage Center staff, ensuring continuous learning
  - job descriptions for current or added staff
  - interview and onboarding new staff as appropriate
- Budgeting
  - Provide background data and rationale for line items for operating and capital budgets.
  - Manage Center budget, preventing and/or rectifying overages and ensuring the highest quality programming within available resources
- Performance
  - Enforce comprehensive and accurate data collection for all programming
  - Create and implement periodic community satisfaction surveys and adjust programming according to results
  - Provide to the Development team, the Office of the President and/or the Associate Programs Director an analysis for fundraising, Board use, or other internal or external requests



\*Other responsibilities as assigned

#### **CHARACTERISTICS AND SKILLS**

- Respect for the teachings of the Catholic Church
- Commitment to serving the poorest with respect and dignity
- Proven track record as a team leader
- Entrepreneurial in problem solving; demonstrated ability to problem-solve quickly and efficiently, with impeccable attention to detail
- Demonstrated achievements in process improvements
- Strong interpersonal and communications skills, both oral and written, especially with regard to external community audiences

#### **EDUCATION, EXPERIENCE AND REQUIREMENTS**

- Bachelor's Degree, will consider those with an Associates and additional work experience.
- Experience in community health, wellness, active lifestyle programming
- Experience in community facility management
- Microsoft Office skills including Excel use; demonstrated data management and analysis skills
- Possess a valid driver's license
- Willing to submit to a background check

12/03/2025