

Job Description

Title: Monterey Community Center (MCC) Director

Supervision: Town Administrator and the MCC Committee chair

Benefits: This position is entitled to one hour of sick time per 30 hours worked. The Director must also participate in the Omnibus Budget Reconciliation Act (OBRA) retirement plan. This position works up to 10 hours a week.

Job Environment: Combination of office environment and interaction with the public. The Director should be computer literate and able to operate a printer, calculator, phone and copier. The position requires frequent contact with Town Hall employees and the general public.

Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- Develop programming based on the needs and interests of the community.
- Maintain a schedule for the use of the building and grounds and post on the website.
- Pay bills for the MCC and keep financial records as well as maintain the budget.
- Work with the Director of Operations to make sure the building and grounds are maintained.
- Check the MCC answering machine and email daily.
- Promote upcoming programs at the MCC in the Monterey News, Google group, social media and posters.
- Write a monthly article for the Monterey News.
- Write the yearly article for the Town Report.
- Make sure the website is maintained and up to date.
- Interface productively with the public, town boards and committees, especially the Select Board, Parks Commission, Cultural Council and Council on Aging
- Maintain communication with the Town Administrator, MCC committee, and attend monthly meetings.

- Provide updates to the Friends of the Wilson McLaughlin House committee.
- Respond to requests for use of the building, give tours and explain protocols.
- Maintain statistics regarding building and grounds use.
- Maintain relationships with other town businesses and organizations such as Bidwell House, Gould Farm, Hume, etc.
- Recruit and supervise volunteers. Utilize Senior Tax Abatement program.
- Maintain communication with Community Garden users.
- Assist in grant writing as needed.
- Keep up to date on health regulations and implement current recommendations.
- Notify police of events drawing large crowds.
- Work with the Procurement Officer to procure goods as needed.

Education:

High school diploma or GED

Requirements:

- Valid Driver's license
- Must pass a CORI Check

Knowledge, Ability and Skills:

- Experience in organizing programs and working with the public is preferred.
- Need good communication and organizational skills, empathy, discretion and a willingness to actively engage with the community.
- Working knowledge of Microsoft Word, Excel, and Outlook.
- Ability to be flexible in order to meet the needs of the MCC.
- Must have own transportation.
- Background in human services, Public Relations, and Scheduling preferred.
- Knowledge of local services, arts, and media preferred.

Schedule: 10 hours a week

Pay: \$20/hr