

MARK PRAIRIE HISTORICAL SOCIETY
Schoolhouse SITE MANAGER
JOB DESCRIPTION & APPLICATION

This supplemental document may be altered at any time to be kept current without changing the SCHOOLHOUSE USE & RENTAL POLICY; 2024.12.31.

JOB TITLE: SCHOOLHOUSE SITE MANAGER, part-time

MPHS Board will hire a paid, part-time Site Manager to schedule, oversee, and coordinate all activities at the Schoolhouse VENUE and to supervise the maintenance and upkeep of the facility.

LOCATION: 7528 S Mark Road, Canby, OR 97013

START DATE: Pending, 2025

WAGE: Hourly, start at \$15 - \$25 depending upon qualifications. No benefits are included other than *Paid Leave Oregon*.

HOURS: Part-time. Flexible, variable, dependent upon event schedule. May start slowly, growing to 20 hours per week when operating at capacity. The Site Manager position is hourly. Hours will vary seasonally.

➤ *Position open until filled.*

SKILLS NEEDED: Computer/internet: communications, written (including grammar & punctuation), database, scheduling, finances; high standards of customer service, problem-solving, records management, event coordinating, cleaning/supervising, maintenance, general fix-it skills, audio-visual equipment. Honest, reliable, self-starter, organized, efficient. Spanish fluency helpful but not required.

RESPONSIBILITIES will include but not limited to:

1. VENUE Site Manager shall operate the site under the guidance of this MPHS *Schoolhouse Use & Rental Policy* and direction of the responsible Board member supervisor with support of the Site Use & Rental Committee, consisting of the responsible member of the Board, the hired Site Manager, and three MPHS members.
2. Provide input to MPHS *Schoolhouse Use & Rental Policy*, and overall site management strategies as part of Site Use & Rental Committee.
3. With Site Use & Rental Committee, establish a protocol and instructions for CLIENT cleaning at the end of the event, for general cleaning and maintenance of the site, and a Product & Procurement List to be included in management documents.
4. The Site Manager shall work in tandem with appropriate volunteers responsible for Finances, Maintenance, Programming, Marketing, Membership, and others as needed.
5. Be the contact person receiving calls, emails, or web queries for rental and use of site.
6. Follow up with calls and send *Rental Packet* via email.
7. Manage an online scheduling calendar, keeping it accurate and up to date.
8. Show the site to interested parties.
9. Schedule events and use of site with CLIENTS.
10. Present and receive signed CLIENT *Rental Agreement*, deposits, and payments.
11. Deposit/Forward monies to MPHS Treasurer.
12. Document/Forward membership details to Secretary & Treasurer.
13. Efficiently manage and store all rental and maintenance documents in organized paper *and* digital systems.

14. Assemble & maintain list of potential vendors with good experiences onsite.
15. Prep the site before an event.
16. Provide guidance to CLIENT for set-up.
17. Confirm that CLIENT knows rules and expectations.
18. Understand and explain HVAC, lighting, appliances, internet, projector, etc.; manage and troubleshoot as needed.
19. Be onsite during an event if deemed necessary or arrange for MPHS Board alternate.
20. Check CLIENT out at end of event:
 - a. Assess and document any damage.
 - b. Inspect their clean-up.
 - c. Make sure the site is securely closed after an event.
21. Determine Security & Cleaning refund and arrange with Treasurer to refund the CLIENT.
22. Do or arrange/supervise someone to do all regular, general cleaning.
23. Oversee and implement everyday maintenance: light bulbs, cleaning supplies, minor repairs, etc.
24. Coordinate exterior and grounds maintenance with MPHS Board & Site Use & Rental Committee volunteers.
25. Prepare the site for inclement weather and monitor/inspect during weather events with support of Site Use & Rental Committee and Board.
26. Respond to problems; troubleshoot as needed with help of MPHS Board & Site Use & Rental Committee volunteers.
27. Assist, plan, and/or implement MPHS programming specific to the site in tandem with MPHS volunteers such as events, lectures, art shows, classes, etc.
28. Present monthly written report to MPHS Board supervisor of prior and scheduled events, problems, highlights, needs, etc. Advise as to needed improvements.
29. OVERSIGHT:
 - a. The Site Manager will report directly to the MPHS Board President or Director at Large, until such time that a volunteer Board member takes responsibility for Site Use & Rental Committee chair and Site Manager supervisor.
 - b. MPHS Treasurer will manage required employee contract, timecard, payroll, taxes, reporting, etc.
 - c. The MPHS volunteer Board of Directors shall have final responsibility for all decisions, conditions, and management impacting the Schoolhouse VENUE.

TO APPLY:

Submit your RESUMÉ with full name, cell phone number, email address, full street address, and your qualifications and experience as they apply to the SKILLS & RESPONSIBILITIES above. Do you have reliable transportation and reliable cell service?

Send RESUME & ask any questions via:

Email: info@markprairiehistoricalsociety.org

Mail: 7528 S. Mark Rd, Canby, Oregon 97013