

**Oldham County Fiscal Court  
Community Center Coordinator**

Oldham County Fiscal Court is accepting applications for Community Center Coordinator. Duties include but are not limited to: Actively promotes the Community Center and ensures coordination of events. Supervises Community Center staff. Maintains records of business transactions and office activities of establishment.

Please submit completed applications by May 19, 2016.

Applications are available and should be submitted to:

Oldham County Fiscal Court  
HR Manager, Tina Schaaf  
100 West Jefferson, Suite 4  
LaGrange, KY 40031 or email to [tschaaf@oldhamcountyky.gov](mailto:tschaaf@oldhamcountyky.gov)

Applications and additional information regarding the position are available on the County website at [www.oldhamcountyky.gov](http://www.oldhamcountyky.gov)

Oldham County Fiscal Court is an Equal Opportunity Employer and a Drug-Free Workplace.

**Organization Name**  
**Job Description**

**Job Title:** Community Center Coordinator  
**Department:** Parks & Recreation  
**Reports To:** Director of Parks & Recreation  
**FLSA Status:** Non-exempt  
**Salary Grade:** 24  
**Salary Range:** 25,296.42 – 32,885.91 – 40,474.27  
**Approved:** 3/17/2015

**Summary** Actively promotes the Community Center and ensures coordination of events. Supervises Community Center staff. Maintains records of business transactions and office activities of establishment.

**Essential Duties and Responsibilities** include the following. Other duties within the scope of this position may be assigned.

Reserves the facility and issues contracts.

Actively promotes the facility to increase center usage.

Provides Director with short and long-term budget recommendations.

Assists Director with developing and implementing marketing plan for center.

Manages event calendar and coordinates information among customers, employees and sales personnel.

Schedules employees to staff the center during events and ensures proper coverage.

Receives and reconciles payments and coordinates deposits for the center, the pool and parks and recreation programs.

Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks.

Budgets and monitors purchases/supplies.

Operates audio/visual equipment and other technological amenities as dictated.

Assists customers with presentations to ensure format and system compatibility.

Works a schedule which may include nights and/or weekends.

### **Supervisory Responsibilities**

Supervises Community Center staff including building monitors and inmate labor.

### **Education and/or Experience**

High school diploma or general education degree (GED) required; associate or bachelor's degree preferred; one year related experience and/or training; or equivalent combination of education and experience.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Spreadsheet software and Word Processing software. Individual should be proficient in utilizing social media applications (i.e., Facebook, Twitter, etc.) to promote center activity.

### **Certificates, Licenses, Registrations**

Valid driver license.

CPR and first aid certified within one year of employment.

### **Other Skills and Abilities**

Strong communication, organizational, and public relation skills.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

Usual office working conditions with increased activity level during events. Noise level in the work environment is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.