

Job title	<i>Manager at The Station of Shepherdstown</i>
Reports to	<i>The President of the Board</i>

Job purpose

- The Station at Shepherdstown is looking to hire a part time position (15-20 hours) as manager to help with the day to day operations of the rental space.

Duties and responsibilities

Primary Duties:

- Maintain the calendar of events
- Process booking requests and communicate with clients
- Check phone messages and email inquiries and respond
- Inspect the grounds after rental use and report any problems or concerns to president and treasurer
- Perform light cleaning duties
- Order and stock cleaning supplies, toiletries, trash bags, etc.
- Check PO box regularly
- Schedule maintenance of facilities

Qualifications

Qualifications include:

- Basic computer skills
- Professional demeanor
- Management experience preferred
- Physically capable of performing light cleaning duties (mopping, bathroom cleaning, etc)
- Task oriented problem solver with excellent communication skills

Physical requirements

- Physically capable of performing light cleaning duties (mopping, bathroom cleaning, etc.)

Direct reports

The manager would report to the Station president and board members.

*All serious inquiries should email resume to info@stationatshepherdstown.org
