

## COLLINS PERLEY SPORTS CENTER, INC.

### MANAGER JOB DESCRIPTION

The manager is responsible for the general operation of the Collins Perley Sports Center, Inc., as well as carrying out all policies and procedures of the Board of Directors of Collins Perley Sports Center, Inc. and the Maple Run Unified School District.

The duties, responsibilities and expectations for this position are to be carried out in a manner that will ensure the continued goodwill, cooperation, and confidence of parents, staff, administration and the Boards of Collins Perley Sports Center, Inc. and Maple Run Unified School District.

#### Responsibilities Include:

- Carries out all policies and procedures of the Board of Directors of the Collins Perley Sports Center, Inc., Bellows Free Academy and the Maple Run Unified School District.
- Assesses facility needs to ensure that all physical plant, equipment and grounds are properly maintained.
- Oversees the hiring, retention, supervision and training of all facility management and staff.
- Maintains a safe environment for all employees and facility users.
- Maintains effective and positive relationships with members of the school community, public officials and the general public.
- Serves as a fiduciary manager for the Collins Perley Sports Center, Inc.

Manager must maintain professional flexibility and have the motivation to continue professional development. Candidate should possess a Bachelor of Science degree in relevant field or have appropriate related work experience.