

**ALPINE COMMUNITY CENTER  
EMPLOYMENT OPPORTUNITY**

**Position Title:** Operations Manager

**Reports To:** Board of Directors

The Operations Manager supervises and provides oversight to the following departments or sections at the Alpine Community Center. The candidate will be responsible for reviewing, changing and implementing procedures in the best interest of the Community Center to ensure compliance with Local, State, Federal and Regional requirements. The Operations Manager will provide continuous updates to the Board of Directors and recommend or implement any and all changes as so instructed. Candidate will need to be able to work flexible hours to attend planned events which will include evenings and weekends when needed.

- Property Management
- Program Management
- Marketing
- Events
- Volunteers
- Human Resources
- Fiscal Management

**Qualifications Needed**

- College Degree in Business Administration is highly desirable
- Computer skills, including Microsoft Office
- Self-motivated, detail-oriented professional with excellent organizational and interpersonal skills required
- Ability to prioritize and manage multiple responsibilities with minimum supervision
- Excellent written, oral, interpersonal communication and customer service skills essential
- Experience working with oversight/supervision in a non-profit organization advantageous

**Compensation:**

- Hourly with potential for bonus incentive after 90 days
- Compensation negotiable based on performance
- No benefits currently available

**Applications:** Available on the Alpine Community Center website,  
[www.alpinecommunitycenter.com](http://www.alpinecommunitycenter.com)

For questions, please contact Louise Phipps, Ed.D., Board President, at [wedprofessor@cox.net](mailto:wedprofessor@cox.net).

