

Expanding Horizons Bowden Cultural Enhancement Society

Scope of Services for Community Centre Manager

Reports to: Expanding Horizons Bowden Cultural Enhancement Society

Role: To be a positive, enthusiastic representative of the community centre, to work independently and creatively, and to ensure the facility is utilized to its fullest extent.

Promotion and Marketing

- Advertising through a variety of media
- Maintaining website and booking calendars
- Touring the site with prospective renters
- Answering queries in a prompt, professional manner
- Maintaining records of past and potential renters
- Participating in board initiated fundraising events

Maintenance and Safety

- Ordering servicing of hall systems, including alarms, on a regular basis as required by permits
- Communicating with contractors and maintenance people to ensure the hall and grounds are in prime condition
- Inspecting facility before and after each event to check for damage, or for the need of extra cleaning
- Notifying custodians of bookings and requirements
- Maintaining adequate custodial supplies, if not part of cleaning contract
- Coordinating set-up and tear-down for events as required
- Transport tablecloths to and from school for laundering

Administration

- Issuing contracts and invoices to renters; communicating with clients as needed re payment
- Ensuring renters have necessary insurance prior to rental
- Working with treasurer to ensure deposits, refunds, and payments are processed in a timely manner
- Providing input re rentals and expenses to finance committee
- Communicating with AGLC in accordance with liquor license
- Provide a Manager's Report for every Society meeting including time worked, tasks completed, bookings, and other pertinent information

Actions Outside the Authority of the Manager

- Making changes to any Expanding Horizons Board decisions such as cost of rental, or use of hall or grounds not approved by the Board.
- Hiring workers, at the Society's expense, required to complete the tasks outlined above.

WAGES: Start at \$20/hour, after probation time allotted will increase to \$25/hour.

A successful applicant may be required to provide a criminal record check, and a vulnerable sector check. If a fee is incurred, this cost will be reimbursed by Expanding Horizons.

TO APPLY:

Please email your resume and cover letter to
bowdencommunityhall@gmail.com – Deadline January 30, 2026