

## JOB DESCRIPTION

# Weekend Facility and Program Coordinator

Part-time / Compensation \$20/hour



## INTRODUCTION

The Japanese Cultural and Community Center of Northern California ("the Center") is a nationally recognized community-based California nonprofit organization located in San Francisco's Japantown. The goals of the Center are 1) to preserve, promote, educate and share the Japanese/Japanese American cultural heritage 2) to preserve the community's history, stories and legacy 3) to develop and implement exchange programs between the Japanese American community and Japan 4) to advocate, organize and empower the Japantown and the Japanese American community to address concerns and relevant issues and 5) to address the most pressing, changing and emerging needs of the Japanese American community.

The Center's main building opened in May 1986. It includes conference rooms, a full commercial kitchen, a community social hall and offices which house other nonprofit organizations. The Nisei Community Hall/Gymnasium addition was completed in 1990 and includes a high-school regulation-size gymnasium with multipurpose usage for traditional Japanese and modern performing arts, cultural arts, social/recreational activities and large-scale community events. The first floor currently houses an exhibit gallery, art and ceramics rooms and the Japanese American History Archives.

The Center is open seven days a week and hosts over 100 programs and events annually. We provide an array of traditional and contemporary Japanese cultural arts, sports/recreational activities, youth leadership development programs, community events, exhibits and forums, social services, performing arts, and many social activities for community members of all ages, from infants to seniors.

## RESPONSIBILITIES

Reporting to the Director of Programs and Sr. Programs Manager, the Weekend Program and Facility Coordinator provides support in fulfilling the mission and long-term vision of the Center by providing programmatic, event, facility and administrative support for the department.

### Facility and Programs Coordination Responsibilities

- Coordinate weekend facility operations. Which includes but is not limited to:
  - Punctually open/close the Center on scheduled days and setup/breakdown rooms as needed for classes, workshops, programs, and facility rentals.
  - Coordinate with staff and renters on scheduled room rentals and facility needs.
  - Maintain the safety and security of the building to ensure participant/visitor safety.
  - Manage and report any incidents of emergency, safety, health and security.
  - Maintain cleanliness throughout the facility each day and end of the day.
  - Accept phone calls and forward/take messages as needed.
  - Secure the facility upon departure.
- Coordinate the weekend functions related to program coordination
  - Act as the Center's program representative on scheduled days.
  - Check-in and accept payments from class/workshop participants.
  - Assist visitors with inquiries on classes, programs and general Center activities.
  - Provide introductions and welcomes at various workshops to greet participants.
  - Distribute/collect program surveys from participants following scheduled programs/events.
  - Capture photographs of workshops/programs for marketing purposes.

Report on all activities to the Director of Programs and notify staff of any unusual activity.

**Hours:** Saturdays/Sundays 9:00 a.m.-6:00 p.m.

## QUALIFICATIONS

This position is ideal for an individual who enjoys multitasking and providing exceptional customer service. The individual should also be able to work independently without supervision. This position will require sound judgment and decision-making with limited support. The ideal candidate must be comfortable being the sole staff member at most times and willing to deal with potential issues that may include: asking individuals to leave the premises, providing basic first-aid, potentially responding to an emergency, etc.

- Minimum two years of customer service experience.
- Possess experience working independently and managing a facility.
- Must be able to move and lift 50 lbs.
- Proficiency with daily administrative and point of sale duties.
- Proficient organizational and verbal communication skills.
- Proficiency in English (usage and grammar) and mathematics.
- Possess valid CPR training certification or willing to obtain CPR certification within 30 days of hire.

## TO APPLY

Interested qualified applicants should submit a resume and cover letter to: [jobs@jccnc.org](mailto:jobs@jccnc.org)

- Subject: **Weekend Coordinator**
- Please include where you found this posting
- No phone calls and serious inquiries only, please

Selection procedure: Information provided by the candidate in the Job Application/Resume will be assessed to determine their relative levels of job-related knowledge, skills and abilities. Only those candidates determined to be most qualified will be invited for an oral interview.

Prior to appointment, the selected candidate(s) will be subject to a background investigation to determine the candidate's suitability for employment. The research is limited to job-relevant and legally mandated matters. It may include a reference check, verification of employment history and education, military and financial history, fingerprinting, and criminal and motor vehicle records.

The Center is an Equal Opportunity Employer. Individuals from all backgrounds are encouraged to apply.