

POSITION DESCRIPTION

Green Bay Community House Coordinator

Position:	Coordinator for the Green Bay Community House Inc and its School Holiday Programmes
Reports to:	The Green Bay Community House Society Inc. Management Committee
Employment terms:	Part-time 10-15 hours/week, 12 months fixed term contract
Work hours:	Monday – Friday, generally between the hours of 9am – 2pm

JOB PURPOSE:

To carry out the daily operation of the Community House, with a strong focus on independently managing operations and projects. Additional responsibilities include providing support for activities and building relationships, monitoring the implementation of health & safety policies and procedures, and engaging in professional development opportunities to maintain the administration and service standards required by the Green Bay Community House Inc, funders, house users and the community.

RELATIONSHIPS:

The position reports to the Committee through the Chair and Treasurer. Only the Chair or another Committee member who has been formally delegated the authority) has the authority to direct the employee in terms of carrying out duties in relation to the position.

When committee members become directly involved in activities the Committee has delegated to the employee to manage, they do so as volunteers under the direction of the Green Bay Community House Staff.

OVERALL RESPONSIBILITIES:

Include the following (and other duties may be assigned from time to time):

Directly assist in the management of the Green Bay Community House Inc.'s Community House operations, activities and classes, projects, funding and partnership requirements, to the standard the Committee, the funders and the community requires, in a timely manner. This includes:

- **Planning**
 - Participate in the undertaking of on-going assessments of the needs of the community and the development of programmes for the Community House to provide in addressing those needs for Committee approval.
 - Manage the annual and strategic planning documentation from an operations and project management perspective, ensuring that all reporting requirements are met/on track.
- **Funding, relationships and partnerships**
 - Manage all applications and reporting requirements associated with the processing of funding received for the Community House from central/local government, trusts, sponsors and other non-government agencies, as directed by the committee.
 - Represent the Green Bay Community House in forums relevant to this role.
 - Assist with Finances/Accounts processing and carry out some of these tasks when the Administration & Accounts Coordinator away
 - Engage in professional development activities relevant to this role such as learning about funding applications and about the accounting software (Xero).
- **Activity management**
 - Oversee and manage the activities and initiatives undertaken at / by the Green Bay Community House. Have an input and provide feedback to the Operations of the Community House and its Committee as required.

- **Project Management**
 - Organise School Holiday Programmes, i.e. coordinate activities and bookings for trips, budget, manage casual staff members and liaise with parents
 - Creating and updating a handbook/documentation of all GBCH processes and regularly review and add information for all responsibilities and projects undertaken
 - Oversee, manage and maintain the filing system/storage of the office records and filing, including Google Drive
 - Contribute towards waste minimisation and transition the GBCH towards a zero waste operation
 - Contribute towards the implementation of Community Development Activities

- **Administration & Reporting**
 - Administration and enquiry management in order to carry out daily Community House operations effectively and efficiently.
 - Manage venue hire / booking enquiries
 - Manage enquiries received in person, by telephone or by email. This includes room bookings and mail duties.
 - Contribute to general housekeeping.
 - Management and reporting to the Committee on variances to the business and strategic plans.
 - Organise yearly Annual General Meeting (AGM).
 - Maintain Health & Safety documentations.

- **Accounts & financial management**
 - Maintain a sound understanding of the Administration & Accounts Coordinator's responsibilities to be able to provide assistance when the Administration & Accounts Coordinator is away

- **Marketing, information & communications**
 - Assist with updating Community noticeboards and information at the Community House, Community corner and also in the wider local Community
 - Update the Community House Website regularly: School Holiday Programme, Quarterly term activities
 - Regularly post updates on the Community House social media channels: Facebook, Instagram, Newsletter
 - Update the Term Brochure on a quarterly basis
 - Attend Auckland Council meetings and other network meetings as agreed upon

- **General**
 - Manage the Community House operations efficiently and communicate any concerns to the committee.
 - Monitor, manage and contribute to the ongoing implementation of the Community House Health and Safety Procedures.
 - Maintain general oversight of safety and good practice in the Green Bay Community House environments and take action when breaches are observed.

SUPERVISORY RESPONSIBILITIES

- The Administration & Accounts Manager along with other staff members will provide an induction and supervise as outlined in the Health & Safety Management documentation:
 - All volunteers at the Green Bay Community House (including Committee members)
 - Contractors and consultants to the Green Bay Community House.
 - School Holiday Programme staff