



Job Posting
Hall Manager

The Sik-E-Dakh Development Corporation is accepting resumes for the position of Hall Manager for the Glen Vowell Community Hall.

This is a Part-Time position and hours will vary as needed. The ideal candidate will have experience in Management, Bookings, be confident in dealings with Community Members, and able to handle difficult situations.

Responsibilities

- Working with Reception on Scheduling and Coordinating of Community Hall bookings
- Management of Fitness Center Facilities
- Working with Receptin to ensure that rental payments are communicated, received, and documented.
- Opening and Closing of Community Hall for rental nights.
- Cleaning and Maintenance of all Community Hall facilities
- Supervision of cleaning staff as required
- Manage and oversee setup and takedown before and after events
- Ensure all requests for events are fulfilled (equipment, refreshments, seating etc.)
- Maintain inventory of all supplies and equipment

Requirements

- Physically able to move tables, shares, flooring
- Experience in Event Management is an asset
- Building Support Worker training is an asset

Application Deadline: January 29, 2022, 4:00 PM

Applications can be dropped off at the Glen Vowell Band Office, Faxed to 250-842-5601, or via email to administrator@glenvowell.ca

Only those selected for an interview will be notified.