



## **COMMUNITY CENTER MANAGER**

The City of Jacksonville is looking for a Community Center Manager. This position is responsible for Planning, Organizing, and Supervising the Activities and Operations of the Community Center.

### **Duties include but are not limited to:**

1. Maintain relations with patrons through good communications skills
2. Assist with the development and activities of the community center.
3. Enforce Rules and Regulations at the Center.
4. Prepare Reports for Commission.
5. Schedules work and checks time-sheets for center staff.

### **EDUCATION AND QUALIFICATIONS:**

HSD/GED, plus specialized schooling and/or on the job education in a specific area, plus 2 Yrs. related exp. and/or training, and 2 yrs. related management exp., or equiv. combination of education and exp.

**PRINT APPLICATIONS ONLINE AT [WWW.CITYOFJACKSONVILLE.NET](http://WWW.CITYOFJACKSONVILLE.NET).  
RETURN APPLICATIONS VIA EMAIL TO [HR@CITYOFJACKSONVILLE.NET](mailto:HR@CITYOFJACKSONVILLE.NET),  
FAX TO 501-982.4670 OR DROP IT OFF AT CITY HALL.**