

# Prescott

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## COMMUNITY CENTER

### Now Hiring Weekend Facilities Coordinator

#### Position Title

**Weekend Facility Coordinator**

**Reports to:** Executive Director

**Employment Type:** Part-time

**Hours:** Approximately 1–2 hours per day on Saturdays and Sundays, year-round position

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#### Organization Description

Friends of Prescott, Inc. is a nonprofit organization located in the historic Prescott School, now the Prescott Community Center. The organization creates programming that allows people of all ages to learn, play, gather, and prosper through meaningful connections. Founded in 2015 with 35 classes annually, Prescott has grown to offer more than 1,200 classes each year, supported by a staff of five and over 60 volunteers. Programming includes arts, culture, wellness, sports, history/nature, technology, science, and children and family offerings. Prescott also provides long-term and short-term rental spaces for offices, meetings, and events.

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#### Primary Function

Prescott requires weekend support to ensure proper setup for programming at the Prescott Community Center and to ensure the building is opened and closed each weekend day.

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#### Position Summary

The Weekend Facility Coordinator (WFC) is responsible for unlocking the building by 8:30 a.m. and locking it by 9:00 p.m. on Saturdays and Sundays. The WFC prepares rooms and sets up equipment for daily activities, ensures spaces are clean and safe, supports traffic flow throughout the building, and secures the facility at closing.

This role also includes monitoring energy usage, maintaining restroom supplies, and addressing basic facility needs. The WFC works collaboratively, is observant, resourceful, and a strong problem-solver.

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#### Essential Job Responsibilities

- Unlock the building on Saturdays and Sundays (as programming allows) by 8:30 a.m.
  - Lock the building on Saturday and Sunday evenings by 9:00 p.m.
  - Ensure interior doors are locked and lights are turned off.
  - Set up classrooms, furniture, and equipment for programming and rentals.
  - Set up or strike gym equipment as needed.
  - Check restrooms, hallways, and programming spaces for cleanliness and tidiness.
  - Remove trash as needed.
  - Re-supply restrooms with soap and paper products.
  - Monitor and adjust building thermostats.
  - Reduce energy usage by turning off lights and setting thermostats appropriately.
  - Salt or sand walkways and shovel snow as needed.
  - Place and retrieve parking cones and signage as required.
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## Qualifications

- Strong organizational and time-management skills with the ability to prioritize tasks
  - Excellent communication and interpersonal skills
  - Ability to collaborate effectively with staff
  - Proficiency with email
  - Ability to lift up to 25 lbs and move tables, chairs, and equipment between floors
  - Reliable transportation required
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## Schedule

- **Saturdays:** 8:00–8:30 a.m. and 8:45–9:00 p.m.
- **Sundays:** 8:15–8:30 a.m. and 8:45–9:00 p.m.

Hours may vary depending on the programming schedule at the Prescott Community Center. Additional time may be required for room setup or breakdown-

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## Equal Opportunity Statement

Friends of Prescott, Inc. is an equal opportunity and affirmative action employer.

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## Contact Information

For more information about this role, please inquire via email to **Megan Donovan**.

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