



West Bloomington Revitalization Project (WBRP)

Operations Manager

Job Description Summary

This role serves as the central coordinator for daily operations, community engagement, volunteer/internship oversight, and facility management. The Operations Manager serves as a liaison between WBRP and the broader community, fostering relationships, facilitating communication, and connecting people to resources and opportunities. The Operations Manager directly reports to the President and the Board of Directors.

Position Details

- **Daily operation oversight-** Including opening and closing procedures and facility maintenance
- **Tool Library operations-** Oversees daily operations in collaboration with the Program Director
- **Project management-** Support to our Board of Directors and Program Leaders, as needed
- **Volunteer and internship oversight-** Oversees on-site volunteers and interns. Monitor volunteer hours and help coordinate volunteer events/projects.
- **Communication-** Manage WBRP communications, including phone, email, mail, social media messages, and website inquiries.
- **Record-keeping-** Manage and organize Tool Library & Bike Co-op paperwork, records, and data.
- **Other-** Assist with logistics, permits, transportation, delivery, and other tasks as needed.

Schedule

Current hours of operation: 11:30-4 Tuesdays, 4-7 Thursdays, and 9-1 Saturday

- The hours and schedule of the WBRP operations fluctuate, and will be primarily based on seasonal needs, as determined by the Board of Directors.
- If requested, a hybrid working model may be possible. This position is 30 hours per week (see salary info below).
- Our organization observes and recognizes federal holidays, and follows District 87's guidance during hazardous weather or unplanned closures.

Requirements

- Experience in customer service, management, or a similar role
- Demonstrate basic knowledge of tools and equipment
- Valid driver's license.
- Must pass a criminal background check and undergo a drug test.

Preferred Experience

- Associate's and/or a Bachelor's degree.
- Candidates with background knowledge nonprofit management, volunteer coordination, and grant writing experience.
- Social media and marketing skills.

Functional Expectations

1. **Organization:** Ability to manage multiple tasks with efficiency and precision.
2. **Communication:** Ability to articulate strong verbal communication.
3. **Solution-Oriented:** Ability to identify community needs, communicate problems, and develop potential solutions.
4. **Personable:** Ability to handle customer needs, requests, and questions with care. Ensures our values are being reflected.
5. **Reliable:** Self-directed, adaptable, and reliable to carry out various tasks, unsupervised.
6. **Value-Oriented:** Aligns with the WBRP's mission and values; respects all types of individuals.
7. **Technologically adaptable:** Ability to use, or learn to use, basic computer applications. Including, but not limited to, Google Docs, Word, Canva, social media, and database software.

Physical and Environmental Requirements

- Capable of ascending and/or descending ladders, scaffolding, stairs, and ramps.
- Ability to lift up to 35 pounds.
- Ability to work in a variety of weather conditions and seasons. Position is primarily indoors, but may include outdoor work, as needed.
- May require periods of standing in excess of two hours.

Salary

- 30 hours per week – \$18.50-\$22/hour
 - 60 hours PTO annually
 - \$250 per month towards healthcare premium

Values and Hiring Policy of the WBRP

The WBRP believes in empowerment, diversity, constant improvement, stewardship, and transparency. It is the policy of the WBRP to provide equal employment opportunities to all qualified individuals, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

Special Instructions for Applicants

Please forward your professional resume, cover letter, and references to jobs@westbloomington.org

Contact Information

Personnel Committee

jobs@westbloomington.org