

Facility Manager/Instructor Job Description

Title: ADAMS Sully Center (ASC) Facility Manager
Reports To: ASC Committee Vice Chair/Chair/Designated Committee member(s)
Hours: Must be available Jummah, early mornings, evenings, or weekends.
Minimum of **20** hours a week.

Position Summary:

The Facility Manager is responsible for the overall supervision of the facility, facility maintenance staff, and contractors on facility doing maintenance work. He is also responsible for enforcing all rules and regulations established for the staff members defined by their roles and responsibilities as described in the "Roles and Responsibilities for Staff" document. The facility manager will have to take control in emergency situations involving any utility malfunction or failure, outreach to responsible vendor or utility services company to resolve issues as well as evaluate the job performance of other staff on duty based on schedule. The facility manager's performance will be assessed periodically based on fulfillment of the assigned responsibilities and his/her cooperation to the ASC committee. The facility manager should be able to lead prayers and guide youth. He/She should also be able to perform office administration tasks, attend meetings, take meeting minutes, purchase supplies, and perform accounting activities pertaining to school and other operational areas.

Specific Job Responsibilities:

- Be able to fulfill and demonstrate that he/she can do all job duties of any other facility management staff assigned by the Sully Operation Committee
- See that all personnel are present and at their assigned areas when they are scheduled to work. If not, the Facility Manager is responsible for finding a replacement for that shift and for reporting this absence on the Daily Activity Report
- Continually walk around the facility checking all doors to ensure security, observing equipment for defects, observing participants for misuse of equipment or inappropriate conduct, periodically checking classrooms, toilets and the kitchen areas for problems and material degradation to recommending fixes and replacement if required.
- Work with the assigned committee members to plan/manage programs and events.
- Ensure the proper use and care of equipment
- Take responsibility for all keys that access all doors in each recreation facility.
- Recording and reporting of accidents, injuries, and emergency situations if informed or while on duty at the facility
- Ensuring that all participants follow operating and usage policies
- Overseeing preparation, usage, and clean-up for special events and other specific programs.
- Maintaining a clean facility
- Being able to complete tasks efficiently and without very close supervision.
- Be a supportive team player
- Open, close, and secure facilities at prescribed times
- Check for safety and maintenance concerns (ensuring that a safe environment exists always)
- Perform office administration tasks and purchase necessary supplies

- Assist in operational and Sunday school accounting activities
- Attend the Sully center in designated hours and help with jumah activities and other events as assigned by the committee.
- Teach, coordinate and manage Islamic youth programs.
- Lead prayers and deliver lectures on the topics related to Islam

Qualifications for Hire:

- Being an ADAMS community member is a plus
- Previous experience with community center or recreational facility management, teaching Islamic schools, and leading and coordinating youth programs
- Proven knowledge of Islam and formal training in Islamic education
- Must be over 18 years old
- Must be computer literate with experience in Microsoft Office tool, internet, and installing software on computers
- Must be able to drive cars with a valid Virginia driver's license

Condition of Employment:

- The facility manager must be available (via emails, text messages or direct phone call in case of emergencies) and physically present at the facility during major events when required
- The facility manager must be available to work and have flexibility for morning, afternoon and evening shifts. Employees are expected to work a minimum of **20** hours per week.
- As part of your leadership development, the Facility Manager should be available to participate in ASC committee meetings when requested.
- The facility manager must be committed to working together with staff, and to helping when scheduled staff are not available and could not find a substitute to help fill that role.
- The facility manager must abide by all ADAMS rules and regulations.