



**April 2025**

## **Falmouth Community Veterans Center Facility Coordinator**

### **Job Description**

Maintains and coordinates the operational schedule, function, and physical needs of Falmouth Community Veterans Center

### **Responsibilities**

- Daily tasks as needed
  - Monitors Center's online calendar for specific program set up needs
  - Coordinates with Center Director and volunteers to plan and execute needs specific to each activity & event at the Center
  - Conducts regularly building walkthroughs, identifying maintenance needs of building and grounds:
    - Furniture and equipment are in working order, lighting is operational, heat/AC are functional and set properly for the season, specific cleaning needs are addressed, grounds are safe and presentable, flag is properly set
- Coordinates with presenters, program leaders, and organizations using the building a week in advance of events/activities to finalize building and setup needs, times the building needs to be open, etc.
- Opens and closes (or coordinates the opening and closing of) the building for events
  - Parking lot and pathways are clear and safe
  - Trash and recycling is emptied/removed
- Ongoing Tasks
  - Monitors and addresses list of facility tasks, maintains record of completed maintenance and repairs, communicates needs to Center Director
  - Conducts regular/periodic inspections to identify necessary maintenance tasks
- Point person for service providers
  - Alarms, snow removal, lawn mowing/grounds maintenance, other

- Seasonal Tasks
  - Monitors watering of trees/shrubs during warm months, gets property ready for winter–draining hoses, putting up driveway markers, monitoring tool conditions, and snow melt supplies, etc.
  - Create lists of tasks for All Hands workdays

### **Required Knowledge, Skills and Abilities**

- Basic proficiency in/willingness to learn Google Docs and Google Calendar and/or other online platforms used by the Center
- Troubleshooting basic facility systems including power, HVAC, phone, appliances
- Ability to work independently and productively as part of a team to accomplish mutual goals
- Must pass a MA Criminal Records (CORI) check

### **Qualifications**

Those who do not have one hundred percent of the skills outlined above but are passionate about the work are encouraged to apply

### **Physical Requirements**

The ability to meet the physical demands of light maintenance tasks including lifting 40lbs (e.g. bag of snow-melt, receiving packages) and climbing ladders (e.g. to change a bulb or battery)

### **Classification and Compensation**

This is a part-time, per diem/hourly position, \$25.00 per hour up to 20 hours per week. Paid professional development for approved courses. Work schedule is somewhat flexible and requires some weekend and evening hours. No healthcare or retirement benefits currently offered.

### **Location**

The work is to be conducted at the Falmouth Community Veterans Center, 300 Dillingham Ave., Falmouth, MA.

### **To apply**

Please send a letter of interest via email itemizing the skills and experience you bring to this position to: [Contact@FCVeteranCenter.org](mailto:Contact@FCVeteranCenter.org). This recruitment will remain open until filled; there is no application deadline.

*The Falmouth Community Veterans Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. The FCVC is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.*