



**Job Posting: Paddlewheel Hall Manager (In Exchange for Reduced/Free Office Space)**

**Location:** 7813 Okanagan Landing Rd. Vernon BC V1H 1H2

**Position:** Paddlewheel Hall Manager

**Compensation:** Reduced or Free Rent (Negotiable)

**About Us:**

We are a community association dedicated to fostering a vibrant and engaged neighborhood through events, activities, and community programs. We manage a well-established community hall that serves as a hub for local events, gatherings, and recreational activities.

**Job Overview:**

We are seeking a motivated and reliable individual to partner with us in a contract position managing the day-to-day operations of our community hall in exchange for reduced or free office space rent within the property. The right candidate will help us maintain the hall, facilitate bookings, and ensure a welcoming environment for all. It is understood as an independent contractor working for additional clients is possible however the Hall Manager is expected to balance their work to not interfere with the duties outlined in this contract. The Hall Manager is expected to provide their own equipment however access to Paddlewheel office and equipment is available to use as required. **No physical work is required or expected with respect to this contract. A Hall Cleaner is on contract to clean the hall after events. Any physical endeavours or activities are considered volunteer contribution to the Association and are not covered by this agreement.**

**Scope and Key Responsibilities:**

1. Reports to Board President and takes limited direction from other members of the Board.
2. Receive hall rental inquiries and responds in a timely manner.
3. Coordinate meetings with potential renters and provide tours. Explain the rental conditions and answer questions.
4. Communicate extraordinary requests to the Board for approval and manage responses.
5. Manages the rental contracts and provides information to Bookkeeper under the supervision of the Treasurer including cancellations and completion of security deposit refunds. The Manager will also recommend contract updates and new rates while maintaining the information accurately on the web site in coordination with the Secretary.
6. On the day of the event, meet with the renter to open the hall, review the rules and exit checklist, and security expectations. The Hall Manager is not expected to be on-call during events and only provide reasonable remote support during events. After hours inquiries will be managed as well as possible. On occasion the Hall is rented back-to-back, the Hall Manager ensures the renters are aware of their obligations to ensure quick turn around.
7. Manages the paperwork and payment to Entandem (charges for music and dancing) and CAPRI insurance certificates and payments and prepares the records for the bookkeeper under the supervision of the Treasurer.
8. Keeps good records for calendar of events and distribute to the appropriate parties (E.g., Treasurer, Secretary, Cleaning Contractor, and others as necessary).
9. Provides monthly hall rental activity report for the Board Meetings and the AGM.

10. The Hall Manager will be provided with secure access, track and monitor all keys and access by third parties and shall ensure the means of access is safe-guarded.
11. The Cleaning Contractor will upon first entry into the Hall after an event conduct an inspection for damage and/or state of cleanliness, and report unusual findings to the Hall Manager, prior to initiating any cleaning or repairs. The Hall Manager will coordinate repairs with Cleaning Contractor with respect to post rental damages and charges and inform board members in the monthly report and seek immediate approval when repair may exceed the security deposit amount.
12. The Hall Manager is responsible to find coverage for her absences.

**Qualifications:**

- Strong organizational and communication skills.
- Ability to manage time effectively and balance multiple tasks.
- A positive attitude towards community involvement and engagement.
- Experience in event coordination or facility management is an asset, but not required.
- Willingness to work on-site is preferred.

**Compensation:**

This position offers reduced or free rent in exchange for managing the community hall. Specific terms, including the rent reduction or waiver, will be negotiated with the community association based on the agreed responsibilities and the scope of the role.

**How to Apply:**

Interested candidates are encouraged to submit a resume and a cover letter outlining their experience and interest in the position. Please include any relevant experience in facility management, community involvement, or event coordination.

Send applications to: [info@okanaganlanding.com](mailto:info@okanaganlanding.com) Att: Charlene

Deadline for applications: October 28, 2024

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We look forward to finding a partner who shares our commitment to supporting and enriching the community. Let's build a better neighborhood together!