
Job Title: Resident Manager

Position Type: Part-time, Non-Exempt

Work week: Sunday through Saturday, Part-time, non-exempt

Salary: In exchange for lodging, Other Duties: \$10-\$20/hr. Lodging valued at \$1300 per month

Supervisor: Lodge Manager

Job Summary

National Ability Center, a rapidly growing national nonprofit, seeks a Resident Manager who lives on-site and provide on-call services after business hours, weekends and holidays. A primary function of this and every position at the National Ability Center is to ensure that each member, guest and visitor receive the highest caliber of service.

Major Tasks and Responsibilities

- Provide on-call services for lodge guests after business hours, during weekends and holidays and at other times when the lodge manager is unavailable
- Set up continental breakfast for lodge guests/groups
- Walk through common areas of the lodge twice each day, morning and night, to check to ensure everything is in order
- Check and remove garbage in the interior and exterior areas of the lodge daily
- Perform evening security check of the lodge, administration building and general grounds
- Assist with snow removal as needed
- Assist in managing the emergency response plan for the lodge
- Implement safety/risk management protocols in a caring way for lodge guests

Other Duties (Hourly)

- Assist with/perform various lodge related maintenance and repair projects
- Assist with special events and fundraising activities
- Comply with NAC safety and health policies and procedures
- Drive NAC vehicles for event and programs as needed
- Participate fully as member of the NAC staff team
- Other responsibilities as assigned

Required Knowledge and Qualifications

- High school diploma
- Food handler's permit
- Basic computer skills (email, word and excel)

- Experience with individuals with different abilities in a lodging/recreation setting preferred
- Ability to provide high level of customer service with a friendly and caring demeanor
- Ability to positively receive and provide job coaching for personal development
- Strong organizational and communication skills, both written and verbal
- Commitment to a positive, fun and team-oriented working environment
- Current First Aid and CPR.
- Valid Driver's License; must verify own auto insurance.
- Background check required

Benefits

Access to industry pro deals, community fitness center discounts, scholarship funds for continuing education and certification and other benefits for part-time/seasonal staff as outlined in the employee manual. Up to two week's leave per year (unpaid). *Refer to National Ability Center Employee Handbook for specific details.*

Lodging

Lodging includes one bedroom/living space with a private bathroom and separate kitchen. All appliances are included including washer and dryer. No pets.