

# MCA

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**Job Title:** Seasonal Facilities Coordinator

**Job Summary:**

The Seasonal Facilities Coordinator's primary responsibility is to support the planning, organizing, preparation and execution of all the Stapleton MCA events. This includes activities related to the community, aquatics and event sponsors.

**Duties and Responsibilities:**

- Assist the Facilities Manager with equipment and facility needs as needed.
- Assist Facilities Manager in identifying event needs including facility needs, operational needs and equipment needs.
- Assist the team with preparation for all community events.

**Expectations:**

- Ability to communicate effectively with Facilities Manager, Event Team and Staff.
- Ability to communicate, coordinate and assist Facilities Manager with event facility setup and coordination.
- Strong work ethic. This includes being at all meetings on time, being responsible to clock-in and out correctly, and to see things that need to be done and do them.
- Ability to manage multiple projects and meet deadlines.
- Ability to ask questions when details are important to the outcome of a project.
- Ability to adhere to office procedures, practices, expectations and policies of the organization.
- Good planning, organization and follow through.
- Innovative, creative, self-motivated, flexible.
- Ability to function within a team and be sensitive to the needs of culturally diverse individuals.
- Ability to effectively manage stress and have fun with the position.
- Represent the MCA in a professional manner when in public. This includes attire & attitude.