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## Greater Midland

Coleman Family Center

## Location

4839 N. Coleman Schools Dr.  
Coleman, MI 48618

## Salary

\$35,000 - \$40,000 per year

## Schedule

Monday – Friday from 8a to 4p  
with some weekends for special  
event

## Why You Should Apply

As a full-time, exempt employee  
at Greater Midland, you receive:

- > A free family premier membership at any of our centers.
- > Health Insurance, paid-time-off, sick leave, holidays, 401k benefits, life insurance, AD&D and long-term disability.
- > Significant discounts on Greater Midland programs and services.
- > Discounts off childcare and day camps for the employees' child or dependents at all centers.

**(Job Code: GM1092)**

## Director of Operations

### The Position

Under the direction of the Executive Director, the Director of Operations will oversee day-to-day logistics, with special attention to Welcome Desk functions and staff development, maintain organized records and management of all business functions, coordinate special events, and assist in growth and retention of membership and programs. Must maintain high personal standards and adhere to and carry out the values of Greater Midland.

### Major Job Responsibilities

- > Operation of Welcome Desk, Member Services and Community Outreach.
- > Oversee use of facility including rentals, reservations, and programs.
- > Assist in growth and retention of membership and youth/adult programming.
- > Prepare timely and accurate bills, payments, and invoices for internal and external customers.
- > Track documentation of all donations and contributions in a timely and accurate manner.
- > Assist with budget preparation and appropriate maintenance.
- > Direct Community Outreach initiatives including special events.
- > Manage hiring, training, and scheduling of welcome desk, program staff and volunteers.
- > Develop community volunteer base for programs and special events.
- > Assist in developing and coordinating athletic and recreation programs.
- > Coordinate Community Events.
- > Teach and cultivate Greater Midland core values.

### Qualifications

- > Minimum associate degree in business management or related field.
- > Minimum 2 years Office/Business Management or Program Development.
- > Experience with oversight of budgets greater than \$100,000.

### Physical Requirements

Regular communication and contact with vendors, employees, and members. Repetitive keyboard activity and sitting at computer workstation; bending and stooping for paperwork filing and maintenance; lifting and/or moving up to 40 pounds will be required of this position.

**More Information About Greater Midland:** Greater Midland promotes vitality and builds belonging through recreation, wellness, and social services that encourage lifelong pursuit of learning, personal fulfillment, and good health. We respect differences and promote equality for all, offering programs and services that reflect the community's needs. Founded in 1919, Greater Midland's seven operating units have grown to include Midland Community Center, Coleman Family Center, Corporate Wellness, Curling Center, North-End Fitness Center, North Midland Family Center, and Tennis Center. We employ more than 500 people country-wide and positively impact an estimated 80% of City of Midland residents with 60% of those living in Midland County. Learn more at [www.greatermidland.org](http://www.greatermidland.org).