

Cottages Manager Job Description

The role of the Hamlet Cottages Manager is to manage 14 senior independent living Cottages on Lopez Island. The Hamlet Cottages Manager will report to and coordinate with the Hamlet Executive Director (ED).

20 hours per week; \$28-30/hr, DOE

Benefits:

- Health insurance (70% employer covered, 30% employee)
- Paid time off
- Simple IRA
- Sick leave

Please submit a cover letter and resume to Heather Harrison at lopezhamlet@rockisland.com. This position will remain open until filled.

The duties of this position include:

Resident Relations:

Community Care and Liaison

- Plan, coordinate, and host a monthly Resident Event
- Create a welcoming atmosphere in the Gathering Place (GP)
- Engage in a collaborative decision-making model with residents
- Troubleshoot resident community issues
- Be available to residents and act as a listening board

Special events at GP

- Develop calendar of approx. 18 Hamlet events per year (art openings, music, lectures, etc. This is in addition to the monthly Resident Event.)
- Operations for each event: Recruit artists and presenters, plan events, publicize, host or arrange for host
- Field requests for additional community events

Maintain Cottage/GP monthly calendar

Supervise: Cottage volunteers and independent contractors

Property Manager of Cottages:

Prospect development

- Outreach to recruit new prospective residents, as needed
- Maintain contact with people on the interest list
- Keep interest list up-to-date

Admission process

- Attend Selection Committee Meetings
- Complete paperwork for new residents
- Oversee cottage prep: cleaning, renovation, welcome
- Update Cottage notebooks
- Lease review, prep, and signing
 - New residents
 - Annual renewals
 - Help set rate for Moderate Cottages using the San Juan County guidelines
- Receive and track rents
- Maintenance
 - Supervise (in conjunction with the ED) the Maintenance Engineer
 - Troubleshoot short-term maintenance problems
 - Plan for long-term maintenance issues (painting, moss, etc.) and implement management plan to address them
- Grounds
 - Assess needs, hire and supervise contractors, and negotiate contracts
 - Manage cottage turn-over process
- Disaster preparedness
 - Update and maintain a disaster preparedness plan for Cottage residents

Finance and Bookkeeping:

- Simple QuickBooks entries (includes entering/paying bills, writing checks, doing deposits)
- Participate in budget process with ED

Grants: Reporting and management, as associated with the Cottages

Other duties, as assigned

Required Qualifications:

- Strong attention to detail
- Proficient at Excel and Word
- Strong verbal skills
- Pass required criminal background check

Preferred Competencies:

- Experience working with seniors
- Ability to perform basic maintenance and landscaping tasks
- Experience with QuickBooks

Note: The ED and Cottages Manager should know each other's positions well enough that they can cover during the other's vacations and leaves of absences.