

TEMPORARY POSITION
Recovery Association Project
Job Description

Title: **RAP Center Manager, Portland, OR**

Reports To: Operations Manager

Compensation: DOE Temporary position contingent upon funding.

Hours: Part to Full time – Hours TBD. Weekdays, nights and Saturdays required.

To Apply: Complete application and/or send resume to RAP Hiring Comm., 1100 NE 28th, Portland OR 97232 by June 7, 2006 at 5pm. Interviews slated for June 9, 2006.

Description of Duties:

Manage operations of upstairs of Portland area RAP Center in conjunction with staff and membership. Manage, evaluate and improve RAP Center operations by coordinating and communicating with the RAP Center Operations Council and its committee chairs to include:

- 1) Schedule activities/rooms/meetings/functions at the RAP Center with Activities Chair
 - a. Serve as key contact and communicate with a wide range of individuals and organizations to schedule space and activities at the RAP Center.
 - b. Create/maintain flyers, applications and other marketing materials.
 - c. Bring applications, ideas, and scenarios to Operations Council weekly.
 - d. Coordinate access to building for a variety of groups and individuals
 - e. Update calendar for newsletter and website weekly
- 2) Manage all cash transactions for Café, room rentals, and social activities including:
 - a. Documenting all transactions through tracking log, balance sheets, cash register till receipts and QuickBooks.
 - b. Preparing daily till, having access to onsite safe, making daily deposits, and distributing Incentives to volunteers.
- 3) Set up/maintain an operating kitchen to follow noncommercial health codes
 - a. Maintaining current permits, regular cleanliness, hand washing/ dishwashing guidelines, recycling and garbage removal, use of gloves.
 - b. Assessing contracts with soda and coffee distributors for product and machine maintenance.
 - c. Stocking inventory involves tracking sales and purchasing products from approved vendors such as Costco.
 - d. Expand menu to include espresso and more hot food items as specified in business plan and based on demand.
- 4) Staff the Snack shop/Café and RAP Center functions with volunteers
 - a. Recruit, schedule and supervise volunteers for regular shifts to operate café/snack shop and activities such as dances and social functions.
 - b. Conduct outreach and maintain relationships with Treatment Centers (such as VOA), employment programs (Such as Steps to Success) and volunteer groups (such as RAP members).
 - c. Train, support, and record information on volunteer participants of Job Skills Development Program including follow-up and data entry.
 - d. Operate Café and staff functions if no volunteers are scheduled.
- 5) Perform other duties as assigned.

Skills and Abilities:

- 1) Experience recruiting, training, and supervising volunteers and/or staff.
- 2) Organizational skills: ability to schedule, prioritize and meet deadlines.
- 3) Experience with cash management, cash registers, and financial tracking systems. Accounting experience and/or QuickBooks a plus.
- 4) Proficient in Word, spreadsheet software.
- 5) Experience with administrative duties and office machines (fax, copier, printers, etc.)
- 6) Ability to communicate clearly and concisely both orally and in writing.
- 7) Ability to negotiate and minimize conflict.
- 8) Ability to maintain accurate records and necessary paperwork.
- 9) Ability to learn and apply training instruction.
- 10) Ability to work independently.

Minimum Qualifications:

- 1) Applicants in recovery from chemical dependency or family members preferred.
- 2) Bilingual preferred.
- 3) High school diploma or G.E.D.
- 4) Ability to effectively interact with and treat with dignity and respect, co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, lifestyles, and sexual orientations.
- 5) Physical requirements include walking up and down stairs, ability to bend, push, pull and carry up to 40 pounds.