

## Town Coordinator Job Description

### **Responsibilities of the Town Coordinator include:**

- New Resident Introduction (Packets and Education)
- Post Office key distribution and Community Access Cards
- HSTA Resident Database and AMI Property Detail (Caliber)
- Assist with facility rentals (Community Barn / Clubhouse)
- Office Administration
  - Office operations
  - Information Station
  - HOA and Other Payments
- Other
  - Assist with events and additional tasks as needed or directed.
- Works under the management and direction of the Town Manager with supervision and guidance from the Assistant Town Manager as needed.

### **Hours:**

- Approximately 17 hours per week in the office.
  - Mondays 8:30am to 12:30pm
  - Tuesdays 3:00pm to 6:30pm
  - Wednesdays off (unless event or tasks require additional hours)
  - Thursdays 3:00pm to 6:30pm
  - Fridays 8:30am to 12:30pm
- Additional weekend hours some months (5 to 15 hours) depending on scheduled events

### **While each member of the team has specific areas of responsibility, everyone is responsible for the following:**

- Assist residents in fulfilling the stated mission of the HSTA and the vision of the community founders as reflected in the governing documents and founding principles.
- Coordinate services provided by contractors, service professionals, other AMI employees and volunteers of the community for Hidden Springs.
- Foster a sense of community life, pride and spirit. Be involved in programs and activities which positively contribute to residents.
- Act as liaison and communication link between the Council, the community committees, residents and AMI.
- Represent the HSTA in all matters authorized by the Council.
- Insure HSTA members are provided timely and appropriate services consistent with the operations of Hidden Springs.
- Coordinate with AMI on administrative services provided by their property management services.
- Share office hours, facility inspection and cleaning as needed.

### **Compensation:**

- \$15.00 an hour