



[Building relationships that bring hope and healing to students in our community.]

Rock House Manager

Reports to: Executive Program Director

Department: Hospitality

Student Impact of Westfield is a non-profit 501c3 located in Westfield, IN. At Student Impact, we are laser focused on building relationships in a safe and consistent environment that bring hope and healing to students right where they are, and we are committed to loving, accepting, and supporting every student we interact with so that they may become who and what they were meant to be.

Job Summary: The primary purpose of the Rock House Manager is to create and maintain an environment where students feel, and know, that they are safe and secure. This includes providing an environment that is welcoming and well organized. The Rock House Manager will ensure that multiple activities, student, staff & community related are prepared and executed in a timely, effective & high quality manner.

Required Skills:

- Ability to execute all household activities ensuring timely and high-quality completion of tasks
- Organize various rooms and spaces
- Maintain supplies and equipment
- Receive at door, and telephone - refer as appropriate
- Arrange and prep for special events
- Be a self-starter and perform the job with little to no supervision
- Effectively communicate to adults both orally and written
- Hospitality of the space and for those who enter and donate
- Food Safety Safe Serve Certified

Duties, Responsibilities and Expectations:

General-

- Maintain The Rock and keep its appearance up-to-date and welcoming for students and professionals
- Ensure all supplies is on hand for activities, programs, and events in conjunction with the focus and mission of Student Impact
- Assist the Student Life Manager under the direction of the Executive Program Director, assisting with monthly meetings and special events
- Track in-kind donations as they arrive – work directly with Executive Program Director to document
- Prepare monthly thank you cards for financial donors, in-kind donors and volunteers



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- Support in Social Media content: Canva, Instagram, Facebook & LinkedIn
- Conduct minor repairs and seek volunteers/contractors for other larger repairs
- Create and maintain and supervise a daily, weekly, monthly, and seasonal cleaning process
- Work alongside Student Life Manager to ensure daily activities and special events operate to the highest caliber
- Set up and prepare all events and programming for Student Impact, ensuring successful
- Remain on target with budget set forth by Executive Director and Board of Directors
- Overlapping time each day with the Student Life Manager of at least 1 hour for planning purposes
- Serve on the Black Tie Bingo Fundraising Committee

Administrative-

- Shop for all supplies as it relates to daily activities and special events
- Assist in social media platforms, including but not limited to documenting donations via photography
- Respond to emails and other communications within a 24-hour time period

Accountability Factors-

- Attend bi-weekly staff meetings set up by the Executive Director
- Review and discuss job performance via annual evaluation
- Submit vacation request to the Executive Program Director no less than one month in advance
- New employees will have a 60-day probation period, with monthly one-on-one meetings with the Executive Program Director to track the progress of said employee. After the 60-day time period, a 6-month evaluation will occur for all employees in the first 2 years of employment

Benefits:

- Salary position of \$15/hour, paid twice monthly.
- 20-25 hours a week.
- Work schedule of 10am-2pm, overlap staffing time from 1pm to 2pm
- Optional time off would include week long days off per the Westfield Washington School calendar (fall break, spring break, Christmas break)
- Raises in compensation will be determined by evaluations.
- School days without students are expected to be worked in spite of vacation