

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	Education Center Superintendent	PDE No.: 18
		Revision: 2
		Date Adopted: Aug 13, 2012
		Resolution: 2012-33

General Responsibilities:

The Education Center Superintendent is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the "Guild") for the general management of the Guild Education Center including the facility structure, grounds and activities. He/she shall administer the policies established by the Guild governing use of the Education Center and establish such other rules and procedures to address the security of the Education Center and the safety of operations conducted therein as he/she considers necessary or appropriate. Consistent with Guild policies, he/she shall appoint, train and delegate assignments and responsibilities to subordinate personnel so as to provide for maintenance of the facility and equipment; acquisition of required materials and supplies; scheduling of hours of operation and individual and group work sessions. Appointees shall include a Facility Building Manager, a Woodworking Shop Manager, an Information Technology Manager, a Facility Grounds Manager a Wood Resources Manager, a Librarian and an Events Manager who will assume respective responsibilities as described in appropriate Position Descriptions. Additional appointees may be named at the discretion of the Superintendent. All appointees serve at the pleasure of the Superintendent. The Education Center Superintendent shall take any and all other actions that he/she determines are reasonably necessary for the safe, efficient and orderly operation of the Education Center and for the protection and maintenance of the facility.

Authorization:

The Education Center Superintendent is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board"), is an Officer of the Guild and serves at the pleasure of the Board. He/she is a member of the Board of Directors and operationally reports to the President. He/she is bound by the policies and budgets adopted by resolutions of the Board and shall act consistently with such policies and budgets. The Education Center Superintendent is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. The Education Center Superintendent may appoint Managers and Assistant Superintendents to form a staff to assist in the management and administration of the facility. Staff members serve at the pleasure of the Shop Superintendent.

Specific Duties and Responsibilities:

The Education Center Superintendent's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of Education Center staff members and volunteers so as to achieve the following.

- Supervise staff and appointees to insure they are satisfactorily performing assigned responsibilities.
- Issue and retrieve building keys to/from Guild members as required.
- Serve as a member of the Board.
- Submit budget recommendations to the Board.

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- Submit policy recommendations to the Board.
- Advise the Board concerning the acceptance of non-monetary donations for/to the Education Center.
- Provide information about Education Center activities to the Website Manager and Newsletter Editor.
- Encourage use of the Education Center by Guild members.
- Perform any other actions necessary for the safe, efficient and orderly operation and use of the Education Center.