



Terasaki
Budokan

A Project of
**Little Tokyo
Service Center**

<<< **J O B A N N O U N C E M E N T** >>>

Job Title: **Administrative and Scheduling Supervisor**
Status: **Full-time, non-exempt**
Salary: **\$19.35/hr**
Schedule: **Friday - Tuesday 9am-6pm**

About Little Tokyo Service Center and Terasaki Budokan:

LTSC is a social services and community development organization based in Los Angeles' Little Tokyo. Our mission is to provide a comprehensive array of social welfare and community development services to assist low income individuals and other persons in need, contribute to community revitalization and cultural preservation in Little Tokyo and among the broader Japanese community in the Southland, and to provide such resources to neighboring Asian Pacific Islander and other low income communities. For more information about LTSC, visit www.ltsc.org.

Terasaki Budokan, a project of LTSC, is a new multi-use recreation center located in the Little Tokyo neighborhood of Downtown Los Angeles. The facility includes a 2-court gymnasium, outdoor plaza and stage, courtyard, community room and an outdoor terrace. Terasaki Budokan has been a community dream for over 25 years, and we're excited to provide a diverse and inclusive space for the community to come together through events, activities, sports, and more. For additional information, please visit TerasakiBudokan.org.

LTSC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

LTSC is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Summary of Duties:

70% - The Administrative and Scheduling Supervisor will support the Director of Terasaki Budokan and other Budokan staff with long-term projects and day-to-day tasks. This includes but is not limited to: handling all facility rental inquiries and communicating with renters through the reservation process; sending and obtaining rental agreements, waivers, and insurance certificates; invoicing, interfacing with event vendors; compiling and submitting required compliance documents; submitting board reports; participation at special events and fundraisers; and day-to-day operations;.

20% - In addition, the Administrative and Scheduling Supervisor will be responsible for managing the volunteer program at Terasaki Budokan. This includes outreach, orientation, scheduling, appreciation, and any other volunteer related tasks and duties.

10% - This position will supervise two, part-time Facilities Assistants.

The Administrative and Scheduling Supervisor will report to the Director of Terasaki Budokan.

Responsibilities Include:

This position entails the following areas:

- Manage the reservations system, master calendar maintenance, rental agreements, liability waivers, insurance forms, invoicing, etc.
- Manage volunteer program
- Complete and submit compliance and board reports
- Track and compile data for Terasaki Budokan users, visitors, program participants, etc.
- Assist with annual fundraisers, events, programs, and activities
- Day-to-day operations support, including guest accommodation and facility maintenance
- Contribute, as deemed necessary and appropriate, to other activities related to Terasaki Budokan and LTSC as a whole

Qualifications:

- B.A. or B.S. degree from an accredited university or equivalent work experience is preferred
- Knowledge of and familiarity with Southern California communities and in particular familiarity with DTLA and central city neighborhoods preferred.
- Must be able to work the schedule noted above, as well as other specified dates, as deemed necessary
- Customer service or service industry experience preferred
- Working knowledge and/or ability to learn various computer programs

Personal Characteristics:

- Maturity, diplomacy, calm under pressure
- Excellent interpersonal and team skills; openness to learning
- Strong written and oral communications skills
- Resourcefulness, good judgment and problem-solving skills
- Values diversity of thought, perspectives and backgrounds; ability to work with a variety of cultural and socio-economic backgrounds
- Ability to work on multiple projects/tasks while maintaining attention to detail
- Personal integrity and ethical standards
- Willingness to take on wide variety of tasks, including manual labor

Benefits:

- 16 annual holidays + 1 floating birthday holiday
- 100% coverage of employee healthcare premium
- 403(b) plan with employer matching
- Full time employees accrue of 10 days of vacation time per year and 6 hours of sick time per month

Please submit inquiries, cover letters and resumes to RLEE@LTSC.org