

Alabama Woodworkers Guild Position Description

PD No.
Date Adopted

Title: Shop Manager

General Responsibilities:

The Shop Manager is responsible, on behalf of Alabama Woodworkers Guild (the "Guild") for the general management of the Woodworking Center. He/She shall administer the policy established by the Guild governing use of the Shop (the "Policy") and establish such other rules and procedures to address the safety and security of operations conducted therein as he/she considers necessary or appropriate. Consistent with the Policy, 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; and shall take any and all other actions that he/she determines are necessary for the safe, efficient and orderly operation of the Shop.

Authorization:

The Shop Manager is appointed by the Alabama Woodworkers Guild Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the Policy and any other policies and budgets adopted by resolution of the Board and shall act consistently with such policies and budgets. He is authorized to resolve any dispute concerning the Woodworking Center. His resolution may be appealed to the Board. The Shop Manager may appoint an Assistant Shop Manager to assist in the management and administration of the Shop.

Specific Duties and Responsibilities:

The Shop Manager'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 Shop staff members and volunteers so as to achieve the following.

- Establish and administer safety rules and procedures.
- He/she shall assure that all safety procedures are understood and enforced by the Shop Supervisors.
- He/she shall operate the Woodworking Center with-in the budget approved by the Board.
- Appoint and train Shop Supervisors and Assistants.
- Assign Shop Supervisors and Assistants as necessary for Shop operations.
- Set hours of Shop operation.

- Provide for scheduling of Shop work sessions.
- Establish and administer safety rules and procedures.
- Establish and enforce rules and procedures for use of various equipment.
- Provide for indoctrination of Shop users as to Shop rules and procedures.
- Provide for assistance to Shop users in equipment setup and operation.
- Provide for maintenance of Shop equipment and facilities.
- Purchase and receive equipment, tools, materials and supplies.
- Determine optimum placement for equipment, material storage, tools and other Shop contents.
- Plan and supervise modifications to the Shop facilities and layout.
- Submit budget recommendations to the Board.
- Submit policy recommendations to the Board.
- Advise the Board concerning the acceptance of non-monetary donations for the Shop.
- Provide for collection of Shop usage information and statistics,
- Submit Shop usage reports to the Board.
- Provide information about Shop activities to the Web Master and Guild News Editor.
- Encourage use of the Shop by Guild members.
- Perform any other actions necessary for the safe, efficient and orderly operation of the Shop.