

Job Description

Building Operations Manager

Baton Rouge, Louisiana | Full-Time, Non-Exempt

Salary	\$45,000–\$55,000	Schedule	40 hours/week; flexible
Benefits	No employer-sponsored benefits	Employer	Front Yard Bikes, YCL fiscal agent
Work Setting	Primarily on-site; remote admin flexibility	Reports To	To be finalized by YCL partners

The Role

Youth City Lab (YCL) is a shared community space designed to provide teens with a safe place to learn, connect, and participate in programming during out-of-school hours. The Building Operations Manager is responsible for keeping the facility safe, functional, organized, and ready for use while coordinating the systems, vendors, schedules, and shared expectations that support YCL's four partner organizations.

The ideal candidate is a proactive, service-minded leader who enjoys working with people, takes ownership of responsibilities, and believes in creating safe, welcoming spaces where young people can learn, grow, and thrive. This individual demonstrates sound judgment, strong organizational skills, and a commitment to excellence while serving as a steward of one of the community's most important shared assets. Success in this role requires balancing operational structure with relationship-building, accountability, and a genuine passion for advancing the mission of all partner organizations.

Anticipated Schedule

This position works 40 hours per week on a flexible schedule shaped by building use. Probable on-site hours will include weekday afternoons/evenings (apx. 3:00–8:00 p.m.) and Saturdays (apx. 9:00 a.m.–1:00 p.m.), based on program/event needs. The manager will maintain consistent published administrative hours for partner access, but is not expected to be on-site for every program event. Administrative work may be completed remotely when building coverage is not required. Some on-call availability is required during designated high-volume periods and for urgent facility issues.

What You'll Be Responsible For

- Develop and maintain practical Standard Operating Procedures (SOPs) for shared building use, including opening/closing, security, safety, emergency response, and facility care.
- Oversee day-to-day facility operations, including building readiness, shared spaces, supplies, security, and routine operational needs.
- Serve as a professional and welcoming point of contact for youth, families, visitors, volunteers, community partners, and other building users.
- Assess maintenance needs; coordinate repairs, preventative maintenance, contractors, and vendor services; and track issues through resolution.
- Coordinate the shared building calendar and facility use among YCL's four partner organizations, volunteers, community groups, and approved users.
- Support partner organizations in following agreed-upon building procedures and address operational concerns when expectations are not met.
- Coordinate safety procedures, inspections, risk response, and compliance with applicable building, insurance, and organizational requirements.

- Maintain essential operational records, incident documentation, vendor information, usage information, inventory, and routine expense records.
- Manage routine building supplies and purchases within approved budgets and purchasing procedures.
- Communicate facility updates, schedules, maintenance needs, and emerging concerns to partner organizations, vendors, and YCL leadership.

Qualifications

- 2–3 years of relevant experience in facilities, building operations, property/office operations, community-center operations, or a comparable role.
- Experience coordinating vendors, contractors, maintenance needs, schedules, projects, or multiple stakeholder relationships.
- Strong organization, communication, customer-service, and problem-solving skills.
- Ability to work independently, use sound judgment, prioritize competing needs, and follow issues through to resolution.
- Experience creating or maintaining procedures, administrative systems, records, schedules, or operational tools.
- Working knowledge of budgeting, purchasing, inventory control, and common workplace technology.

Preferred

- Associate's or bachelor's degree in a related field, or an equivalent combination of professional experience, technical training, or military service.
- Experience in a nonprofit, educational, municipal, recreation, community-center, or youth-serving environment.

Additional Position Information

Physical requirements: The role requires routine movement throughout the facility, including walking, climbing stairs, inspecting indoor and outdoor spaces, remaining on your feet for extended periods, and lifting or moving routine operational supplies. Reasonable accommodations may be made for qualified individuals with disabilities.

Interested? Send your cover letter and resume to info@youthcitylab.org