Position Opening
Community Center Facility Manager
Town of Phelps

The Town of Phelps is accepting applications for the part-time position of Community Center Facility Manager. The selected candidate will be appointed by the Town Board at a properly noticed meeting after accepting an offer or employment.

The Community Center Facility Manager is responsible for understanding, monitoring, and coordinating the operation, maintenance, safety, and appearance of the Community Center and associated grounds. The position requires a working knowledge of the building's operating systems, emergency procedures, banquet hall functions, equipment, and general facility needs. Maintenance and mechanical experience desired.

An employment application is available on the town website at phelpswi.gov. A copy of the full Job Description and/or employment application is also available from the Clerk at the Town Office in the Phelps Community Center, 4495 Town Hall Road, Phelps, WI.

Applications and resumes to be submitted to the clerk by 3 p.m. November 30, 2026, for first consideration. Applications will continue to be accepted until the position is filled. Please mail them to: Phelps Town Clerk PO Box 157, Phelps, WI 54554; or email to: townclerk@phelpswi.gov

TOWN OF PHELPS IS AN EQUAL OPPORTUNITY EMPLOYER