



CITY OF GUADALUPE

Facility Rental Coordinator-Part-Time

02/07/2022

DEFINITION:

Under the direction of the Recreation Services Manager, this position coordinates the facility reservation program. The Facility Rental Coordinator performs responsible entry-level administrative, secretarial, and clerical support work for a department. This position is also responsible for the facility rental process and assists with other recreation program areas as necessary. Bilingual in English/Spanish is an essential function and requirement in communicating with our residents.

ESSENTIAL FUNCTIONS:

- Coordinates the facility rental and reservation program to include updating computer information, scheduling rooms and programs for rentals. Responds to rental inquiries in a timely, effective and proactive manner and following up with interested renters to book rentals, providing one-on-one coordination meetings with renters prior to their rental; scheduling and providing venue tours with potential clients. Responsible for renter contracts and document administration.
- Coordinates and oversees logistical support for programs and special events for the rental and reservation sites to include interdepartmental support services. Arranging room and facility set-ups, providing additional equipment and electrical needs, ordering supplies, staffing providing for outside facility needs; and ensuring vendors have been approved and have obtained necessary permits and liability insurance for special events.
- Receives and greets visitors; gives information concerning visitors' needs; handles routine requests independently.
- Maintains and updates the calendar of events.

KNOWLEDGE/SKILLS:

- Comprehensive knowledge of recreational programming and recreational facility operations and available resources of assigned areas to include professional recreational philosophies, principles and practices.
- Thorough knowledge of principles and processes for providing customer services.
- Extensive knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work-related precautions.
- Utilizes a computer with work processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with a reasonable speed and accuracy.

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- Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries and disputes.
- Ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Ability to use logic and reasoning to understand, analyze and evaluate situations and exercise good judgement to make appropriate decisions.
- Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

EDUCATION & EXPERIENCE:

- Working towards an associate degree in recreation administration, or related field from an accredited community college; and 1-2 years of sales, hospitality, event/project management and administrative experience; or an equivalent combination of education and experience.

SALARY RANGE & BENEFITS

- Hourly: \$ 22.217- - \$29.773
- Part Time 18 hours per week

Benefits: Sick Leave Accrual only; Not Eligible for Healthcare of Retirement Benefits

Incentive Pay: Eligible for Bilingual Allowance

APPLICATION PROCESS: Go to our website at www.cityofguadalupe.org to download an application and send to City of Guadalupe, Attn: HR, 918 Obispo Street P.O. Box 908, Guadalupe, CA 93434 or email to sestrada@ci.guadalupe.ca.us

DEADLINE: Open Until Filled

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state, or local laws.