



## **CITY OF GUADALUPE**

### **Facility Rental Coordinator – Part-Time/Non-Exempt**

### **JOB POSTING**

10/06/2021

#### **POSITION SUMMARY:**

Under direction of the Recreation Services Manager, this position coordinates the facility reservation program. The Facility Rental Coordinator performs responsible journey-level administrative, secretarial, and clerical support work for a department. Processes purchase orders and makes certain that the facility's bills are processed in a timely fashion. This position is also responsible for the facility rental process and assists with other recreation program areas as necessary.

- 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.
- Charged with growing and increasing the revenue stream for this area of the organization.
- Maintains and updates the calendar of events.

**HOURLY SALARY:** \$19.564 - \$26.218; Scheduled Part-time 18 Hours Per Week

**BENEFITS:** Sick Leave; Not Eligible for Healthcare or Retirement Benefits.

**APPLICATION PROCESS:** Go to our website at [www.ci.guadalupe.ca.us](http://www.ci.guadalupe.ca.us) to download an application and send to City of Guadalupe, Attn: HR/EG, 918 Obispo Street, P.O. Box 908, Guadalupe, CA 93434 or email to [egerber@ci.guadalupe.ca.us](mailto:egerber@ci.guadalupe.ca.us).

**DEADLINE:** Friday, December 3, 2021 at 3:30pm

*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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*