



CITY OF GUADALUPE

Facility Rental Coordinator – Part-Time/Non-Exempt

JOB POSTING

02/07/2022

POSITION SUMMARY:

Under 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. 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. Bilingual in English/Spanish is an essential function and requirement in communicating with our residents.

- 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

- Part-time 18-Hours Per Week
- Flexible 15-Hour Workweek Schedule
- 3-Hours on Saturdays, with the possibility of additional hours based upon special events.

INCENTIVE PAY: Eligible for Bilingual Allowance

- \$60 per pay period for verbal bilingual skills
- \$125 per pay period for both written and verbal bilingual skills

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

APPLICATION PROCESS: Go to our website at 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.

DEADLINE: Thursday, March 31, 2022 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.