

**Washington Township
Park and Recreation Department
311 Production Dr.
Avon, IN 46123
317-745-0785
www.washingtontwpparks.org**



**Job Title: Facility Rental Coordinator
Immediate Supervisor: Asst. Parks Director
Work Schedule: Part-Time (25 hours/week), Flexible, Evenings and Weekends during some events
Salary: \$15-16/hour base + Sales Incentive Pay Outlined Below
FLSA Overtime Status: Exempt**

Purpose of Position:

The Facility Rental Coordinator is the public's point of contact for information about and usage of the Pavilion Center owned by Washington Township Park. The Facility Rental Coordinator is responsible for booking the Pavilion Center for weddings, parties and corporate events. Responsible for planning and implementation of details surrounding the rentals including management of staffing for the event and supervision of both current and post-event conditions. The Facility Rental Coordinator is also responsible for ensuring that all records are maintained accurately and that all monies collected are properly receipted. The Facility Rental Coordinator will ensure clear communications are maintained with the public and Park staff. This individual must be able to work independently and as a member of a team. This individual will also support and collaborate with the rest of the park staff for all events and park programs that may occur in the Pavilion Center.

Essential Functions and Duties:

- Provides excellent customer service to all visitors to the facility.
- Responds to all inquiries related to Pavilion Center rentals.
- Assist the park staff with upkeep and maintenance of the Pavilion Center.
- Responsible for marketing and promotions of the Pavilion Center.
- Conduct internal communications regarding facility staffing, rentals, schedules, and maintenance requests.
- Directs all events in the Pavilion Center and coordination of contractual entertainers, wedding professionals, and vendors.
- Provides a point of contact for renters and vendors on the day of their scheduled event.
- Advertises Facility Staff position openings, interviews and hires applicants, trains new Facility Staff, evaluates performance, and terminates employees when deemed necessary.
- Coordinates the schedules of Facility Staff and provides the point of contact for schedule changes.
- Supervises the renters and building or the Facility Staff on the day of the events.
- Conducts post-event follow-ups with staff, renters, and vendors as necessary.
- Coordinate with Maintenance Superintendent on scheduling of maintenance for the Pavilion Center.
- Collect all monies for rental payments and damage deposits.

- Assist staff in collecting various other fees for park activities; program fees, summer camp fees, etc. when needed.
- Prepare requests to the Township Administrator for all Park refunds and ensure that proper contact information, amount of refund and the reason for the request is included.
- Follow all Washington Township policies and procedures as described in the Employee Manual and all other Park Department policies and guidelines.
- General office work and basic data entry.
- Perform other related duties and/or special projects as needed.

Minimum Qualifications:

- Must obtain and submit a full criminal history background check
- Must be able to lift up to 50lbs
- Willingness to work a flexible schedule including but not limited to evenings and weekends
- Ability to operate general office equipment including a computer and its software
- Ability to project enthusiasm
- Ability to work in a team setting with variable support roles
- Valid CPR certification or ability to obtain during first 6 months of hire
- Reliable transportation to and from program site

Sales Incentive Pay

If the Facility Rental Coordinator meets certain sales thresholds, the Trustee has the discretion to award semi-annual Sales Incentive Pay, subject to a maximum cap of \$28,500 per fiscal year. The thresholds are defined as:

- 10% of net sales over \$57,500 and below \$125,000
- 15% of net sales over \$125,000

Incentive pay will be calculated and disbursed two times a year based on the net sales of the prior six months (the Look-Back Period), which is a rolling six-month period that begins the first day of the first month after the Facility Rental Coordinator begins working in that role*. Sales Incentive Pay disbursement dates will be the second paycheck of the month immediately following the Look-Back Period. To be eligible for Sales Incentive Pay, an employee must have worked in the Facility Rental Coordinator position for the entire six-month Look-Back Period. Net collected sales will be based on actual receipts of the Township during the Look-Back Period.

*If an employee is already working in this position when Sales Incentive Pay is adopted by the Board, their first six-month Look Back Period will be January 1 to June 30, 2021 with the first check payable July 16, 2021.

Signatures

This job description has been approved by:

_____, Human Resources

_____, Trustee

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____, Employee Date: _____