

Facility Rental Coordinator Position Description

Established in 2009, The Freeland SportsZone is a community, nonprofit organization that is dedicated to the building and sustaining of recreation opportunities, health, fitness and quality of life activities for all ages. It is our mission to create opportunities for sports and leisure activities for individuals and families in the greater Great Lakes Bay Region.

The Freeland SportsZone hosts weddings, family gatherings, corporate meetings, sports-related activities and many other private events. The Facility Rental Coordinator is responsible for planning, coordinating and overseeing the execution of all events. Responsibilities include booking and ensuring proper contracts are in place, coordination of staff if needed, and record keeping for past rentals.

Time Commitment:

The Facility Rental Coordinator is a part-time, 25 hour a week position. Hours include Monday- Thursday from 11am-4pm, plus Saturdays/Sundays (with some flexibility based on the events calendar, plus additional flextime during the week that may include evening hours).

Responsibilities:

Reporting to the Director, this position will coordinate a variety of tasks relating to the facility rentals that include:

- Responding to rental inquiries in a timely, effective and proactive manner
- Scheduling and providing facility tours
- Following up with interested renters to book events
- Renter (and renter's contracted parties) contract and document administration
- Providing one-on-one coordination meetings with renters prior to their rental
- Working with Facility Grounds Manger to ensure facilities are in good condition and stocked with necessary supplies.
- Coordinating rental logistics and communicating with all concerned staff
- Assisting with set up/clean up of rentals as needed (typically 1 hour on a Saturday or Sunday as needed)
- Ensuring all contractual agreements are met by both parties (renter and FSZ) and that all FSZ policies and procedures are followed.
- Ensuring renters make booking payments as well as receive deposits back in a timely manner

Qualifications:

- Ideal candidate will be responsible, detail oriented, proactive and have the ability to represent the Freeland SportsZone in a professional manner
- Ability to accurately multitask under pressure with attention to detail and to problem solve
- Excellent communication and customer service skills
- Flexibility
- Ability to lift 50 lbs

Compensation:

\$13.00/hr