

# FACILITY RENTAL SUPERVISOR



## PRIMARY FUNCTION:

The Facility Rental Supervisor is responsible for oversight of the Watertown Boys & Girls Club facility during rental hours and ensuring the club's facilities are operating as required. The Rental Supervisor will act as a club representative and liaison for rental clients and participants during rental hours, providing customer support and service as required.

**REPORTS TO:** Executive Director and Club Management Team

**SUPERVISES:** N/A

**POSITION STATUS:** Part Time, Hourly – Non-Exempt

**REGULAR SCHEDULE:** As needed per Rental Schedule at the club. Predominantly weekday evenings/nights (after regular club activities) and Saturdays/Sundays – morning/afternoon/evening.

## QUALIFICATIONS/SKILLS REQUIRED:

- A HS diploma preferred.
- Must be 18+ years old.
- Strong interpersonal skills.
- Comfortable using Phone/Computer/Web Browser/Email
- Customer Service Oriented.
- First Aid and CPR certified, or ability to complete training.

## KEY ROLES (Essential Responsibilities):

### *General Duties*

- Arrive 15 minutes prior to rental to open and prepare the building and rented space.
- Be available to renters for questions, concerns and resolution of any issues.
- Answer phones and transfer calls to appropriate department extensions.
- Document any incident/inquiry details and forward to appropriate contact within the club
- Provide first aid if needed.
- Collect payments when applicable.
- Close the facility at the end of the rental being sure to lock and close down according to Close Down Checklist.
- **Any and all other duties assigned.**

**Rate of Pay:** Starting at \$19/hr based on experience.

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