

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Office and Rental Coordinator
Reports to: Accounting/Office Manager
Position Status: Full-time (30 to 40 hours per week)
Payroll Status: Hourly

JOB SUMMARY

Rental Coordinator is responsible for communicating, problem solving, and coordinating activities related to short-term rental. The position interfaces with the public and district staff as needed. This position will also be responsible for various office functions such as supply ordering, mail and other duties as assigned.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Serve as the primary point of contact for rental inquiries.
2. Provide information about rental terms, pricing, and availability.
3. Address customer concerns, resolve issues, and ensure satisfaction.
4. Prepare rental agreements and ensure all required documentation is completed.
5. Maintain accurate records of rental transactions, agreements, and customer information.
6. Work closely with other staff to optimize rental processes.
7. Open and distribute mail for the administrative office
8. Order supplies as requested for administrative office
9. Attend various District meetings as necessary.
10. Promote, and publicize rentals.
11. May back-up manager from time to time on a temporary basis.
12. Attend various continuing education meetings, seminars, and workshops.
13. Perform other duties and responsibilities as assigned by supervisor.

REQUIRED QUALIFICATIONS

- Equivalent of one-year, customer relations, safety, regulatory, and administrative experience.
- High School Diploma.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent communication and interpersonal skills.
- Excellent organizational and multitasking abilities.
- Proficiency in [specific software, e.g., MS Office, rental management systems].
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to communicate effectively both verbally and in writing.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. The work environment is mostly indoors. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Comfortable sitting, standing, walking, or performing repetitive tasks as needed.
- The individual is occasionally required to stoop, kneel, crouch, or balance.
- While performing duties of this job, the employee is frequently required to sit; use hands to handle or feel; reach with arms and hands.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature