

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Rental Coordinator- Riverfront</b>	Department:	Parks & Recreation
Requisition Number:	2023130		
Hours:	40 hours per week, varied schedule with several evenings, weekends, and holidays	Rate of Pay:	\$22.7010 per hour
Date Posted Up:	2/13/2023	Date Posted Down:	Until Filled
Time Up:	10:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Manager – Riverfront, coordinates the inquiry, booking, contract, payment, and set up processes for rentals in Promenade Park, Headwaters Park and other assigned areas. Assists with event and program duties as required. The position assists with planning programs and events as directed for the Fort Wayne Parks and Recreation Riverfront division, and assists in Parks and Recreation activities, as required. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**PLANNING/IMPLEMENTATION**

- Responds to rental inquires in a timely manner;
- Ensures that rental contracts completed with accurate information; Ensures that rental party signs the alcohol policy;
- Tracks all payments for rentals, catering, security, etc.; Deposits monies in accordance with Parks and Recreation policies and procedures;
- Manages inquiry, booking, contract, payment process, and security for rentals;
- Provide tours of rental areas;
- Works to meet revenue goals for rentals for each year;
- Coordinates rentals with other programming staff and identifies potential scheduling or programming conflicts;
- Schedules staff to monitor activity during facility rentals; Identifies person responsible for rental party and introduces self; Checks restrooms before and during parties and keeps them clean and stocked if applicable;
- Ensures renter complies with terms of the rental agreement;
- Open and close facilities;
- Set- up and tear-down for events, programs, and rentals as assigned;
- Clean up after events, programs, and rentals as assigned;
- Meets and coordinates with other divisions within the department as required or assigned;
- Completes and submits attendance and other reports as needed;
- Ensures that rentals start and end on time;
- Sets up gaming activities, fire pits, and other park amenities as assigned;

- Provides hospitality services in the park as assigned;
- Assesses and document damages caused by renters or their attendees;
- Prepares damage reports and submit to supervisor in a timely manner;
- Follow call procedures for maintenance issues, emergencies, behavior, etc.;
- Communicates with security staff as needed;
- Provides high quality customer service to program and event participants, and the general public;
- Assist with other Riverfront programs and community events as directed; Assists with other activities/services as assigned;
- Assists with determining and securing resources needed including facilities, staff, equipment, supplies, instructors, etc.;
- Monitors, supervises, and evaluates activities, as well as instructs volunteers, and any subordinate staff;
- Prepares and submits other reports as needed;
- Enforces Parks and Recreation Department rules, and adheres to Fort Wayne Parks and Recreation, City of Fort Wayne policies and procedures;
- Maintains inventory of supplies and equipment;
- Assists in creation of marketing materials for programs.

### **INFORMATION/COMMUNICATION**

- Provides high quality customer service to program and event participants, and the general public;
- Clearly presents information about Riverfront facilities, vendors, concessionaires or other facilities as assigned in professional manner;
- Provide timely communication to rental inquires or other general questions about Riverfront programs and activities;
- Maintains detailed communication history for rental information and other programs and activities as assigned;
- Presents information in a positive, professional and enthusiastic manner as directed about Riverfront Fort Wayne, Fort Wayne Parks and Recreation, and other program areas as directed;
- Leads Riverfront programs such as walking tours, field trips, and other programs as directed;
- Presents to a wide variety of participants and group sizes;
- Communicates in a positive, professional manner with staff, volunteers, employees, participants, and the general public;
- Assists in creation and distribution of marketing materials

### **MANAGEMENT/OPERATIONS**

- Provides event and program assistance, including but not limited to, planning, set up, and tear down;
- Assists with determining and securing resources needed including facilities, staff, equipment, supplies, instructors, etc.;
- Monitors, supervises, and evaluates activities, as well as instructs volunteers, and any subordinate staff;
- Prepares and submits reports as needed;
- Enforces Parks and Recreation Department rules, and adheres to Fort Wayne Parks and Recreation, and City of Fort Wayne policies and procedures;
- Maintains inventory of supplies and equipment;
- Deposits monies in accordance with Parks and Recreation policies and procedures;
- Maintains file of images (digital and other forms) to be used for website and other promotions;
- Prepares reports as assigned:
- Assists in booking, managing, and cultivating rental and partner events;
- Stays up to date changing Riverfront information, including, but not limited to: riparian initiatives, development projects, and historical and ecological information.

**MARGINAL DUTIES**

- Other duties as assigned;
- Assumes some of the Riverfront Program and Event Manager’s duties in his/her absence.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**SUPERVISORY RESPONSIBILITIES**

Assists with supervision of instructors, volunteers, and subordinate staff, when directed.

**EDUCATION and/or EXPERIENCE**

- Bachelor’s degree (B.A. or B.S.) from four-year college or university; and at least one-year related experience and/or training; or equivalent combination of education and experience.
- Proficient in Microsoft Office software, including but not limited to Word, and Excel;
- Effective communication skills, both oral and written;

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver’s License;
- First Aid and CPR Certification.

**PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.