



# Facilities Rentals Coordinator

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## OVERVIEW

Reporting to the Rentals and Leasing Supervisor, the Facilities Rentals Coordinator supports the bookings of school facilities as per the School District's Community Use of Schools and Grounds Regulation 1330.

## POSITION DESCRIPTION

### **FRC - 1**

Answers inquiries, provides information and determines the corresponding fees for the rental of School Board facilities and fields for both internal and external clients

### **FRC - 2**

Reviews and provides input when updating terms and conditions, permit templates, district website, and rental software client portal.

### **FRC - 3**

Administers all Child Care license agreements, creating and distributing contracts for signature, and maintaining signed copies. Calculates monthly fees, invoices, and reconciles payments.

### **FRC - 4**

Provides advice and assistance to prospective users as they create their profiles on the Rentals System and evaluates their applications in accordance with the School District regulation and recommends approval to the Supervisor

### **FRC - 5**

Generates weekend rental reports for heating and ventilation, custodial, and security coverage for weekend property rentals and confirms demand with the Operations Department for staff scheduling

### **FRC - 6**

Prioritizes and schedules school facilities, field rentals and meeting rooms and maintenance demands internal and external clients as per the School District regulation

### **FRC - 7**

Schedules public use of six high school theatres in the District and supporting services of sound, light, security and custodial services

**FRC - 8**

Resolves conflicting bookings when school events are planned and commitments need to be relocated to different venues

**FRC - 9**

Inputs facility, field rentals and field lining, cartage, NCIS requests and maintenance/operations/capital schedule requests into the rentals database; and generates reports as required

**FRC - 10**

Assists with coordinating and scheduling use of District facilities for School Board, Municipal, Provincial and Federal elections

**FRC - 11**

Coordinates equipment, furniture and specific rental requirements for internal and external clients with Schools, and the Maintenance and Operations Department following District standards and guidelines

**FRC - 12**

Sells liability insurance; calculates and collects insurance payments; tracks insurance purchases for reconciliation with carrier and prepares the cheque requisition for payment to the insurance company, as required

**FRC - 13**

Issues approved rental agreement permits to external clients

**FRC - 14**

Generates facility and field rental agreement invoices; collects and records required payments; processes credits and refunds for facility rentals according to established protocol and follows up on accounts that are in arrears

**FRC - 15**

Reconciles receipts to the Daily Cash Balance Report generated from the rentals systems for the weekly deposits and forwards to Financial Services;

**FRC - 16**

Investigates complaints from staff and clients regarding rentals and resolves routine matters and redirects more complex issues to either the supervisor or manager

**FRC - 17**

Prepares, processes and files a variety of related items such as forms, records, lists, reports and reference materials

**FRC - 18**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

## **QUALIFICATIONS FACILITIES RENTALS COORDINATOR**

<b>EDUCATION</b>	Grade 12 or equivalent and, One year accounting or legal secretarial program certificate (including/supplemented by basic accounting courses)
<b>EXPERIENCE</b>	One year of administrative experience in a customer service oriented office  OR equivalent combination of education and experience
<b>KNOWLEDGE SKILLS AND EXPERIENCE</b>	<p>Knowledge of bookkeeping principles (Must demonstrate bookkeeping competency by passing a related district test)</p> <p>Knowledge of composing business correspondence</p> <p>Knowledge of database, spreadsheet and word processing applications</p> <p>Keyboarding at 50 W.P.M. or data entry equivalency</p> <p>Ability to give advice and guidance to users of on-line data bases and systems</p> <p>Mathematical ability to perform job related calculations</p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to resolve customer conflicts regarding overlapping demands for properties</p> <p>Ability to prioritize work in a busy environment often under pressure and multiple demands</p> <p>Ability to work well independently and as a team while exercising tact, judgment and discretion</p> <p>Ability to document, summarize and interpret information</p> <p>Analytical ability</p> <p>Particular attention to detail in order to ensure space conflicts are avoided and safety and security are in place for all users</p>

**WORKING  
CONDITIONS**

***OCCUPATIONAL REQUIREMENTS***

Sufficient vision and hearing to perform related job duties

Able to lift or move up to 18 kg (40 lbs) and operate related equipment

Able to perform related physical and mental activities

March 2024