



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

BATH AREA FAMILY YMCA JOB DESCRIPTION

Job Title: Rental Coordinator

FLSA Status: Non-Exempt

Reports To: Youth & Adult Programs Director

Leadership Level: Support Staff

Revision Date: 2/24/2023

POSITION SUMMARY:

The position supports the work, growth, and sustainability of birthday party and building rentals at the Bath and Landing Y. The rental coordinator will help support, maintain, and development of rentals, community, and family events at the Bath Area Family and Landing YMCA. All while ensuring programs meet their intended goals.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Promotes a positive, professional, and welcoming atmosphere by providing excellent service to members, guests, and program participants.
- Conducts and demonstrates professional conduct and mission of the YMCA.
- Exemplifies the YMCA's mission and core values; caring, honesty, respect, responsibility, and serves a healthy lifestyle role model for members and guests.
- Present and active supervision for youth members.
- Enthusiastically greets members and guests throughout the building.
- Conducts purposeful tours that are responsive to the needs of prospective members.
- Builds and maintains authentic relationships with members; helps members connect with one another and with the YMCA.
- Provides direction and guidance for members and guests.
- Supervises and monitors the facility to ensure a safe, clean, hazard-free environment. Available to assist in cleaning when necessary.
- Understands emergency procedures, responds to and handles all emergency situations accordingly.
- Proactively handles and resolves membership concerns and informs the Youth & Adult Programs Director of unusual situations or unresolved issues.
- Applies and understands all YMCA policies and procedures.
- Set up, clean up, and tear down of rentals, Family Fun Fridays, and Family gym time.
- Perform additional duties assigned by CEO or supervisor.



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LEADERSHIP COMPETENCIES:

- Relationships
- Engaging Community
- Communication & Influence
- Developing Self & Others
- Inclusion

QUALIFICATIONS:

1. Minimum age of 16 years of age.
2. High School diploma or equivalent
3. Excellent interpersonal and problem-solving skills.
4. Work with minimal supervision, assess the needs of the facility and know how to prioritize tasks.
5. Ability to relate to effectively to diverse groups of people from all social and economic segments of the community.
6. Ability to develop positive, authentic relationships with people from all age groups and backgrounds.
7. Previous customer service, or rel
8. Requirement within 30 days of hire include: completion of: Child Abuse Prevention, CPR, First Aid, AED, and Bloodborne Pathogens.
9. Completion of YMCA program-specific certifications.
10. Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. 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.
2. The employee needs sufficient strength, agility, and mobility to perform essential functions and to safely supervise program activities in a variety of indoor and outdoor locations.
3. While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smartphone device.
4. The employee frequently is required to sit, reach, stand, and must be able to move around the work environment.
5. The employee must occasionally lift and/or move up to 50 pounds.
6. Specific vision abilities required by this job include close vision, distant vision, and ability to adjust.
7. The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

The Y: We're for youth development, healthy living, and social responsibility.