

COMMUNITY PARK DISTRICT OF LA GRANGE PARK - JOB DESCRIPTION

Job Title: Rental Coordinator
Classification: Regular Part Time, Non-Exempt
Department: Recreation
Salary: \$16.00-\$18.00/hour

SUMMARY

Under the direction and supervision of the Superintendent of Recreation, the Rental Coordinator is responsible for assisting with event preparation, execution, and cleanup. This position ensures that facilities and parks are properly prepared, maintained, and secured for rentals and special events.

QUALIFICATIONS

- Must be at least 21 years old.
- High school diploma or equivalent is required.
- This individual should have a reasonable mechanical aptitude.
- Must successfully pass a criminal background check, driver's license record check, and drug screening
- CPR certified or able to obtain certification within 60 days of hire is required.

IMMEDIATE SUPERVISOR

Superintendent of Recreation

ESSENTIAL FUNCTIONS:

- Serves as onsite representative for rentals, parties, meetings, and/or special events programmed through the Community Park District. Events may be conducted indoors or outdoors.
- Prepare facilities for events, including room setups, takedowns, cleaning, and securing the building before and after use.
- Maintain cleanliness throughout the event by performing light custodial tasks, such as sweeping, mopping, trash removal, and minor snow shoveling, as needed.
- Ensure event spaces are clean and organized before, during, and after use.
- Set up and troubleshoot basic event equipment such as PA systems, projectors, and photo booths, ensuring functionality prior to guest use.
- Operate a district vehicle to travel between park district facilities.

SECONDARY FUNCTIONS

- Review building and park schedules and prepare accordingly for daily activities and events.
- Report facility or maintenance concerns to supervisor in a timely manner.
- Promote a safe environment by providing basic First Aid when necessary, contacting emergency services as appropriate, and completing required incident reports in accordance with PDRMA guidelines.

PHYSICAL REQUIREMENTS, ENVIRONMENTAL CONSIDERATIONS AND PROTECTIVE GEAR/CLOTHING

- Must be able to perform light physical labor and lift up to 50 pounds.
- Position requires standing, walking, bending, and occasional lifting. Event setup may include moving tables, chairs, and small staging.
- Work is performed both indoors and outdoors in varying weather conditions, including heat, cold, and precipitation.

REQUIRED COMPETENCIES

- Strong interpersonal skills with the ability to interact positively and professionally with the public.
- Ability to follow directions and communicate in English, both verbally and written.
- Demonstrated problem-solving skills and the ability to work independently.
- Team-oriented with a collaborative approach to tasks and responsibilities.
- Adherence to safety protocols and district policies at all times.

HOURS

Variable hours depending on events. Primarily weekend evenings, the hours will vary between 4-20 hours/week.
