

## **Job Title: Facility Coordinator**

The Facility Coordinator is responsible for performing a variety of duties to prepare park district facilities for various scheduled events and activities. They may be scheduled to work independently or with other scheduled staff. They are a part-time employee working from 12-30 hours per week up to a maximum of 900 hours per year.

**Hours:** Work shifts are variable, primarily Saturdays and Sundays and may be as-long-as 12 hours.

The Facility Coordinator is required to participate in training sessions to demonstrate knowledge and ability to perform work activities. This can be verbal or physical and can cover all aspects of any of the described essential functions.

### **Qualifications:**

The Facility Coordinator must be at least 21 years of age and have a high school diploma or equivalent. The Facility Coordinator should also have a reasonable mechanical aptitude. They must pass a criminal background check, drivers record check, and drug screen. CPR certified or ability to obtain within 60 days of hire.

### **Duties and Responsibilities:**

- Set up and take down of rooms, props, and/ or decorations as scheduled
- Empty trash
- Vacuum/mop all floors
- Clean tables and chairs
- Clean and maintain restrooms
- Removal of any debris and or snow from walks and entrance areas
- Minor plumbing and building repairs
- Work with safety coordinator to assure safe operations of facilities
- Work with Freedom Administrative staff for protocols and processes
- Other duties as assigned

The Facility Coordinator must exhibit good problem-solving ability and good judgement in keeping with the mission of the Berwyn Park District. The Facility Coordinator must follow the loss prevention and safety policies of the Berwyn Park District. Needs to have a working knowledge and understanding of all Berwyn Park District and PDRMA (Park District Risk Management Association) forms and complete as needed.

### **Skills/Abilities:**

- Works in climates of varying temperatures and humidity
- Handles chemicals when cleaning the buildings
- Able to lift and carry up to 50lbs. frequently

- May have to use a ladder/ or go onto the facility roof
- Has responsibility for the safety of the public in and around the facilities
- Able to manage stressful situations, use common sense and “troubleshoot” problems
- Able to work well with others, follow directions from supervisor and co-workers
- Able to communicate with patrons, staff, supervisor, and other Park District Employees

Starting salary: \$15.00 per hour; no benefits except as required by law

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