

Employment Opportunity

Job Posting

Job Position: Calendar/RV Storage Coordinator
Pay Grade: 5
Pay \$16.05 - \$20.46 per hour commensurate with experience.

General Purpose:

To coordinate, schedule, and track the use of BBRD buildings and storage & other facilities.

Essential duties and responsibilities:

- Maintain registration information for all BBRD clubs.
- Schedules events at BBRD facilities.
- Provide pricing and general information to coworkers and the public.
- Communicate and coordinate with internal departments.
- Prepare and distribute event calendar at each revision.
- Respond promptly to customer inquiries & obtain and all necessary information.
- Originate and maintain storage leases and accounting schedules.
- Greet and assist visitors with badges and guest passes.
- Process cash, check and credit card payments and reconcile drawer daily.
- May serve as a member of various employee committees.
- Other duties as assigned.

Desired minimum qualifications:

- High School Graduate or equivalent.
- Proficient in Microsoft Word, Excel and Outlook.
- Attention to detail and accuracy.
- Problem analysis and problem-solving.
- Customer service orientation.
- Good verbal and written communication skills.
- Good listening skills.
- Adaptability, Initiative, Stress tolerance.

Physical Requirements: Light Work. Must be able to lift 20 pounds to the waist.

Interpersonal Skills: Must perform duties when confronted by persons acting under stress.

Language Ability: Must be ability to speak in English and to follow & give oral & written instructions.

Numerical Aptitude: Requires the ability count and to add & subtract.

Selections guidelines:

Formal application, rating of education and experience; oral interview and reference check. Job related tests will be required:

- **A BACKGROUND CHECK and DRUG TESTING IS REQUIRED.**

To Apply:

Employment applications are available on www.BBRD.org or at 625 Barefoot Blvd., Administration building. Forward completed applications to LTummolo@BBRD.org or fax to 772-664-1928 or 625 Barfoot Blvd.