



Parks and Recreation Department

Rental Facilitator

Agency: Fairway Parks & Recreation

Location: 5240 Belinder Road
Fairway, KS 66205

Contact/Supervisor: Brice Soeken, Director of Parks & Recreation
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Agency Description:

The City of Fairway is a “first-ring” suburb of the Kansas City Metropolitan Area. Serving nearly 4000 residents and as many visitors, the Parks & Recreation Department offers a variety of recreational opportunities. Beginning in 2005, the City of Fairway created a year-round Parks & Recreation department with the hiring of a full-time director. Since that time, Fairway Parks & Recreation has continuously increased the number of program offerings for residents and visitors alike. In 2015 the Fairway Pool underwent a 2.7 million dollar renovation making it one of the most popular summer spots in northern Johnson County, while still holding onto its neighborhood charm. More than 80 seasonal staff members currently assist the Director of Parks & Recreation with swimming pool operations and recreational program administration. In 2017 the City of Fairway purchased and renovated a retail building near the Fairway Shops to house a new City Hall. Activity and rental space were created inside this location leading to the expansion of programs offered and the rental space available. For more information about the City of Fairway and the Parks & Recreation Department visit www.fairwaykansas.org or contact the Parks & Recreation Director.

Position Summary:

As a Fairway Parks & Recreation part-time staff member, the Rental Facilitator must be energetic, detail-oriented and comfortable interacting with children and adults alike. Organizational skills and the ability to stay on schedule is of the utmost importance.

FAIRWAY POOL
6136 MISSION ROAD
PHONE: 913-722-3161

FAIRWAY CITY HALL
5240 BELINDER ROAD
PHONE: 913-262-0350

SHAWNEE INDIAN MISSION
3403 W. 53RD STREET
PHONE: 913-262-0867

NEALE PETERSON PARK
6136 MISSION ROAD

WWW.FAIRWAYKANSAS.ORG

KATHRYN LYON FLORA PARK
6030 CHEROKEE DRIVE

**CITY OF FAIRWAY
JOB DESCRIPTION**

TITLE: Rental Facilitator (Part-Time)
FSLA STATUS: Non-Exempt

DEPARTMENT: Parks and Recreation
WORK WEEK: As required

JOB SUMMARY:

The Fairway Parks and Recreation Department offers facility rental options at City Hall. The Rental Facilitator assists in the preparation, supervision and facilitation of rentals sponsored by the Parks & Recreation Department. The Rental Facilitator is responsible for performing a variety of duties including set up, leading rental activities, food preparation and facility cleaning. The highest quality of customer service is expected from the Rental Facilitator. This position reports to the Parks & Recreation Director or his/her designee.

DUTIES:

General

- ◆ Provide day-of coordination for rental facilities in City Hall
- ◆ Ensure payment has been received and proper paperwork has been filled out
- ◆ Facilitate rental activities as necessary, including structured games
- ◆ Clean and prepare rental rooms prior to each rental, including arranging tables, chairs and necessary equipment
- ◆ Keep track of inventory on supplies
- ◆ Responsible for addressing and reporting accidents or injuries occurring in the area
- ◆ Responsible for the enforcement of all rental policies, as well as general building policies
- ◆ Maintain the rental facilities for cleanliness and safety

Miscellaneous

- ◆ Wears proper attire at all times
- ◆ Reports to work regularly and promptly
- ◆ Will be required to work evenings, weekends and holidays
- ◆ Maintains a cordial relation with public
- ◆ Other duties as assigned

REQUIREMENTS:

Skills and Abilities

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing
- ◆ Aptitude for office procedure, cash management and mechanics
- ◆ Ability to work independently
- ◆ Ability to work with the public and produce the highest level of customer service
- ◆ Ability to recognize and avoid safety hazards and ability to respond to emergencies effectively

- ◆ Ability to recognize and protect confidential information
- ◆ Ability to use basic computer software including: word process documents, enter basic data into database, and use spreadsheets to maintain numerical data

Physical

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position
- ◆ Must be able to pick up and move chairs, tables and gymnastics equipment
- ◆ Must have body flexibility including multi-limb coordination
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position
- ◆ Must be able to speak and write adequately to perform essential functions of the position

Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures and the ability to help formulate same
- ◆ Must be able to concentrate, memorize and reason logically
- ◆ Ability to respond to emergencies effectively, to changes effectively, and to directives effectively

Qualifications

- ◆ Must be at least 18 years old
- ◆ Experience in rental party facilitation or child care preferred
- ◆ High School Diploma preferred
- ◆ Ideal applicant will possess a high energy personality and will be able to perform multiple tasks in a high stress environment

Rate of Pay

- ◆ \$25 per hour

Application Process

- ◆ Application material can be submitted at any time
- ◆ Interviews will be scheduled on an as-needed basis
- ◆ Start date is flexible
- ◆ Submit a completed resume, cover letter and list of completed, relevant coursework to:

Brice Soeken
Director of Parks & Recreation
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Approved by Parks & Recreation Committee on January 17, 2019