

Paris Cooperative High School JOB DESCRIPTION

Position Title: Facilities Use Coordinator

Department: Administrative Staff

Reports to: Principal

FLSA Class: Non-Exempt

Effective Date: 09/01/2023

SUMMARY

This position is responsible for scheduling and supervising the use of the facility by groups outside of the school system.

DUTIES

1. Addresses all inquiries regarding use of school facilities.
2. Checks requested space availability consulting all school calendars for date and times available.
3. Processes facility request forms and certificates of insurance.
4. Maintains files and records in accordance with State and federal law.
5. Forwards the requests to the Principal for final approval regarding the use of facilities to be included on the monthly school board agenda.
6. Sends letter of approval to the requestor following board approval.
7. Schedules any needed items related to the request to include, but not limited to, janitorial, supervision, lighting engineer, sound engineer, etc.
8. Posts the event on the school calendar.
9. Processes the billing for the event, if appropriate.
10. Makes requests for payments to any workers following events, if appropriate.
11. Ensures that the doors are unlocked for the event and locked following conclusion of the event.
12. Supervises events and assists as needed.
13. Services as public relations ambassador during the course of the event.
14. Ensures that all facility rentals are in compliance with local, state, federal, and District rules and regulations.
15. Demonstrates initiative and proactive orientation to recognizing and resolving issues, concerns, or problems.
16. Responds immediately to emergency situations.
17. Performs other duties as may be assigned by the Building Principal or Superintendent.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Knowledge of the building arrangement and basic building equipment.
3. Knowledge of basic spreadsheet data entry and ability to keep accurate records of transactions.
4. Basic working knowledge of the theater sound and light system.
5. Ability to be on your feet for long periods of time.
6. Basic understanding and experience with personal computer and programs.
7. Must be able to lift up to 50 lbs.
8. Must be able to carry up to 35 lbs.
9. Requires employee to have the ability to push/pull up to 26 lbs.

10. Enforce school regulations and policies in a professional manner.
11. Ability to maintain good working relationships with fellow employees and pupils.
12. Ability to communicate to the public and staff in a respectful/courteous manner.

SCHEDULING

The normal working hours will vary by demands of the job. The schedule is subject to change with district demands. Overtime is required when requested.