

Hall Rentals Advisor Job Description

As the McKernan Centre Hall Rentals Advisor you will be responsible for liaising with long-term and short-term renters and reporting regularly to the McKernan Community League Board on centre activities. In this role, you will be one the primary contacts for the Community League Hall located at 11341-78 Avenue. To many, you will be the face of the McKernan Community League. As such, you will pride yourself on the high degree of professionalism exhibited in your work and dealings with the variety of people and tenants of the hall. Main responsibilities include:

- 1) Liaising with current long-term tenants (McKernan Child Care Society/Alberta AdaptAbilities):
 - Being the primary point of contact for any concerns or complaints regarding rentals;
 - Ensuring their rental spaces are functioning properly;
 - Ensuring that the renters are using their rental space as stipulated in their rental contract.

- 2) Administering hall rentals by:
 - Responding to or redirecting email rental enquiries;
 - Distributing, explaining and receiving rental contracts and McKernan Community League hall policy documents;
 - Maintaining an online calendar of bookings;
 - Ensuring hall information on the Community website is up-to-date and accurate;
 - Providing hall rental orientation to potential renters;
 - Handling payments for hall rentals with the Community League Treasurer;
 - Inspecting the hall after each rental;
 - Enforcing rental contracts and collecting damage deposits, if required;
 - Tracking keys to the building;
 - Being the primary point of contact for any concerns or complaints regarding rentals.

- 3) Assisting the Board with administrative matters relating to the hall such as:
 - Regularly picking up mail and notifying Board members of important items contained therein;
 - Preparing messages on the League's changeable sign on 114 street;
 - Inputting and invoicing in Quick Books;
 - Depositing funds into the bank twice a month;
 - Reporting to the Board on a monthly basis regarding hall rentals and needs.

- 4) Communicate regularly with Hall maintenance employee to coordinate maintenance around renter and long-term tenant's requirements.

Rate of \$20.00-\$25.00/hour @ 20 hours/week.

Contract work. Flexibility a must, including evening and weekends.

Police check and insurance required.

Please email resumes to philipgkloc@gmail.com and jenbodnar@hotmail.com