

# 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 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 able to speak in English and to follow & give oral & written instructions.

**Numerical Aptitude:** Requires the ability to 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](http://www.BBRD.org) or at 625 Barefoot Blvd., Administration building.

Forward completed applications to [LTummolo@BBRD.org](mailto:LTummolo@BBRD.org) or fax to 772-664-1928 or 625 Barefoot Blvd.