



WisCorps, Inc.
789 Myrick Park Drive
La Crosse, WI 54601

Now Hiring Headquarters Staff!

Position Title:	Facility Rental Coordinator
Department:	Myrick Park Center
Position Type:	Full Time, permanent
Location:	La Crosse, WI
Salary:	\$35,000-\$40,000 per year
Benefits:	Health, dental, 401k, six weeks of paid time off annually, seven paid holidays, parental leave, dynamic & fun work environment, opportunities for growth
To Apply:	Send cover letter, resume and three references (name, job title, contact info) to Amber Bydynkowski at amber.bydynkowski@wiscorps.org
Deadline:	May 1 st 2022

About WisCorps:

WisCorps is a 501(c)3 organization headquartered in La Crosse, WI. Our two core programs include the Conservation Corps and the Myrick Park Center. We carry out conservation projects throughout the state of Wisconsin and provide environmental education programs for children, adults, and families in the La Crosse community. Our building, the Myrick Park Center, is used as a wedding venue, and as a meeting space for a variety of community organizations. Our mission is to develop leadership, self-confidence, and a strong work ethic in youth and young adults through the active stewardship of Wisconsin's communities and natural resources.

Our Commitment to Justice, Equity, Diversity, and Inclusion:

We expect members of our staff to be leaders in justice, equity, diversity, and inclusion within the organization and in our community. Staff is expected to continually create and support a culture of justice, equity, diversity, and inclusion in all WisCorps programs. Staff should seek to remove barriers to participation and create a safe and welcoming environment for all individuals, especially those who have been traditionally marginalized in the environmental field. This includes, but is not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with a disability. Staff lead with an anti-racist mindset, and continually evaluate policies and procedures, and identify and refine, or remove those that do not support justice, equity, diversity, and inclusion.

Position Overview

The Facility Rental Coordinator promotes the mission and activities of the Myrick Park Center as the primary coordinator for building usage and rental. This position strives to create long-lasting, meaningful relationships with our community and neighborhood by ensuring adequate customer service from start to finish. Candidates must have

excellent communication skills and be willing to work hard to ensure that each interaction at the Myrick Park Center is a success.

Duties and Responsibilities

Facility Rental

- Facilitate all rental inquiries and meetings/building tours with potential renters
- Coordinate all rental scheduling of the MPC using scheduling software
- Work directly with rental clientele before, during, and after their event
- Keep careful and accurate records of upcoming and past rentals and perform administrative functions of the facility rental program
- Ensure all events have scheduled event staff coverage and staff events as needed
- Organize and maintain rental related equipment (kitchen, AV, etc.)
- Create new resources for potential renters as needed
- Work with MPC Manager and Marketing Staff to develop annual marketing plan to increase bookings for weddings, banquets, and other event reservations. This may include advertising, public presentations, attending conferences, and/or social media presence
- Manage the on-call system and support on-call staff as needed or during incidents
- Success of the facility rental program is measured by earned income for the center, customer satisfaction, and exposure of renters and their guests to further the WisCorps mission.

On-site Visitor Experience

- Welcome visitors. Engage them to meet their needs, interests or curiosity about the Center and advance the Center's Mission
- Train volunteer receptionists to answer questions regarding reservations; Fill in at the front desk when volunteers or other staff are not available
- Answer the phone in a friendly, professional manner and direct calls to the appropriate person if necessary
- Enforce visitor and building policies for children and adults
- Keep the reception area looking neat, clean, and professional and play a large role in ensuring visitor areas are kept the same
- Handle cash, checks, and credit cards for program payments and facility rental payments
- Ensure risk management practices for the building and areas of oversight are trained and followed

Supervisor Duties

- Work closely with one to multiple AmeriCorps Member positions
- Oversee event staff as it pertains to reservations

Building support

- Work with WisCorps staff to coordinate room scheduling for internal programs and meetings
- Ensure on-site coverage is adequate and staff are assigned to cover business hours
- Safeguard money; ensure revenue and petty cash is safe and secure
- Assist around the building as a member of the MPC Team with various tasks including: light maintenance/cleaning and supply purchases

Skills and Qualifications

Experience

- Minimum 3 years' customer service experience
- Experience working with events and public relations
- Experience working with volunteers and support staff preferred
- Computer skills; Microsoft Office and database experience preferred

Skills and Abilities

- Ability to work a flexible schedule of business hours plus weekends and evenings as needed
- Must be reliable to complete tasks independently and arrive to scheduled events (reservations, tours, etc.) on time and prepared
- Excellent verbal and written communication skills; Aptitude for understanding when and how to provide effective communication in a professional manner
- Highly self-motivated, organized, and detail-oriented with the ability to prioritize effectively
- Meticulous eye for order and cleanliness and willingness to clean the facility when necessary
- Ability to work independently and in a team setting
- A systems thinker who looks for ways to improve processes and ensure replicability
- Believes in the WisCorps mission and willing to implement WisCorps' policies and procedures

*WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state, and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability, and need to access information in an alternative format, or need it translated into another language, please contact us at **608-782-2494**, by **email at staff@wiscorps.org** or **Wisconsin Relay 711**.*