

Title:	Facility Use Coordinator
Department:	Community Education
Reports to:	Community Education Manager
Location:	District 196 High Schools
Hours:	1.0 FTE; includes evenings and weekends
Classification:	Special Staff 12
Exempt Status:	Non-Exempt

Job Summary:

The Facility Use Coordinator is responsible for the scheduling, coordination, and supervision of the use of District 196 facilities. This position supports programming by ensuring that district facilities are scheduled effectively, used appropriately, and supervised adequately. The role includes managing permit procedures, coordinating building supervision, and maintaining alignment with district regulations and expectations.

Duties and Responsibilities:

- Coordinate, manage, and oversee scheduling of assigned facilities for both internal (school-related) and external (community) events, including district athletic associations.
- Accept and process facility use requests; generate, issue, and maintain formal permits and supporting documentation for approved events.
- Collaborate with school and district staff, including Community Education, administration, principals, faculty, and maintenance, to ensure appropriate, efficient, and conflict-free facility use.
- Communicate effectively with internal and external stakeholders regarding facility access, event requirements, expectations, and customer concerns.
- Hire, train, schedule, supervise, assign, and evaluate building supervisors who provide on-site event coverage, ensuring appropriate staffing and service for facility uses.
- Provide on-site supervision and event support as needed, including occasional nights and weekends, and serve as on-call or substitute for building supervisors when necessary.
- Maintain knowledge of facility systems (scoreboards, hoop systems, lighting, and other operational equipment) to ensure successful event operations.
- Ensure compliance with district policies, procedures, and regulations related to facility use, security, and safety, including Regulation 801.5AR.
- Work collaboratively with Facilities staff and school administration to administer scheduling services and assist in overall coordination of facility use.
- Connect with customers to coordinate event details, address inquiries, investigate concerns, and ensure a high level of customer service and satisfaction through regular site visits.
- Assist with planning and implementation of annual orientations and workshops for building supervisory staff.
- Maintain and monitor program budgets under the guidelines set by the Director of Community Education.
- Maintain, review, and update district regulations, safety procedures, and an annual manual outlining processes, emergency information, and building-specific details for supervisory staff.
- Update and maintain accurate records and data related to district facility use.
- Work collaboratively with district and department colleagues on projects, events, and continuous improvement of facility use procedures.

- Meet and greet rental group organizers and visitors; ensure participant/spectator safety and rules compliance
- Serve as a liaison between rental groups and school district personnel
- Perform other duties as assigned by the Community Education Services Manager.

Education and Experience

- High school diploma or any combination of applicable experience and education
- Two years of experience in event coordination and management preferred
- CPR and First Aid Certification preferred or the ability to obtain within 6 months of hire

Knowledge, Skills & Abilities:

- Proficient in working with culturally, ethnically, racially, and socioeconomically diverse school communities.
- Demonstrated ability to communicate effectively, both orally and in writing, and to follow and give clear written and verbal instructions.
- Demonstrated critical thinking and problem solving skills to assess situations, identify solutions, and make sound decisions in a fast-paced, changing environment.
- Exceptionally organized, detail-oriented, and able to work independently and collaboratively as part of a team.
- Skilled in building and maintaining effective working relationships with diverse groups of faculty, staff, students, community partners, and administration.
- Ability to relate to others and present positive, professional interactions with the public, peers, and administrators.
- Knowledge of facilities scheduling and safety procedures.
- Availability to work evenings and weekends as required and adaptable to varied work schedules, including nights, weekends, on-call status, and substituting for building supervisors.
- Able to exercise confidentiality in handling School District information.

Physical Demands:

- Position involves listening, speaking clearly and visual acuity
- Position involves walking and standing throughout buildings
- Position involves extended periods of sitting while working with computers
- Position involves frequent fingering keys repetitive motions operation computers or other technology equipment
- Position involves occasional lifting and moving up to 50 pounds of equipment

Work Environment:

- Normal office conditions; located in multiple locations
- Position travels between district buildings
- Evening and weekend hours