

KING'S COVE CLUBHOUSE RENTAL DIRECTOR DUTIES AND RESPONSIBILITIES

FUNCTION: Manage rental activities and communication about clubhouse for co-owner events.

Reports to Management Coordinator.

RESPONSIBILITIES:

- Schedule clubhouse rentals for qualified co-owners in good standing
- Fully explain co-owner responsibilities and obligations
- Maintain annual calendar and related records of clubhouse rentals
- Record payments, provide co-owner renters with receipts for payments, and maintain copy of receipts in a timely and orderly manner
- Turn in payments received from co-owner renters to the on-site Management Coordinator on a timely basis
- Compile and deliver to on-site Management coordinator names of co-owner renters who are due refund of deposit
- Turn in annual calendar and related for prior year to on-site Management Coordinator by January 30
- Periodically attend Board of Directors meeting, by arrangement or as necessary, to review and discuss clubhouse rental activity
- Assure compliance with rental regulations
- Safeguard distribution of clubhouse keys to approved co-owner renters and monitor timely return of keys
- Escort prospective co-owner renters through clubhouse to point out features (kitchen, seating and table availability, supplies, appliances, restrooms, deck, etc.)
- Perform walk through of clubhouse before, and inspection after, rental event to evaluate condition and any damage
- Consult with Maintenance Supervisor and on-site Management Coordinator regarding damages and/or assessments after event
- Compile monthly schedule and deliver to on-site office and cleaning service
- Regularly discuss any required cleaning schedule changes or special cleaning needs with clubhouse cleaning service and on-site Management Coordinator
- Demonstrate proper use of alarm system to co-owner renters
- Perform related activities as required for proper management and evaluation of clubhouse rental activities

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LOCATION:

Most responsibilities are handled from the Clubhouse Rental Director's home via telephone or e-mail. Periodic travel to and from the clubhouse is required to adequately perform the duties and responsibilities of the position.

REQUIREMENTS:

- Must be willing, able and available to speak with and meet with co-owners about clubhouse rental in a timely manner, by appointment
- Must be willing, able and available to accept payments from residents in a timely manner, by appointment
- Must be willing, able and available to deliver contracts to prospective renters in a timely manner, usually by email or by appointment
- Must be willing, able and available to get to the clubhouse for meetings, inspections, or related activities in a timely manner
- Must have telephone and email access and possess sufficient computer proficiency to communicate.

Usual Contacts:

Management Coordinator: Carol Cooper

Maintenance Manager: Jeff McCarty

Cleaning Service

3/8/2011