



## City of Roswell Recreation & Parks Job Vacancy: Rental Specialist



**Location:** Barrington Hall

**Status:** Part-time (less than 29 hours per week)

**Pay:** \$13/hour

**Schedule:** 1-2 days per week, typically between 9am and 5pm. Some evenings and weekends required. Must be able to meet with prospective clients on an irregular basis.

**Description:** Responsible for arranging rentals at Barrington Hall which includes meeting with prospective clients and pairing them with rental possibilities. Includes occasional staffing of rentals. Must be able to staff Barrington Hall one to two days per week.

**Requirements:** Experience working with facility rental is preferred. Ability to communicate well with the public and confidently explain rental possibilities. Computer experience with Word, Excel, and Power Point is helpful.

Applications are only accepted on-line at [www.roswellatwork.com/employment](http://www.roswellatwork.com/employment)

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*