



Onsite Rental Associate

Position Summary

The Onsite Rental Associate will represent the Monk Botanical Gardens while maintaining policies and procedures during rental times.

Essential Functions

- Will be responsible for maintaining policies and procedures during rentals and events.
- Will answer questions, trouble shoot issues and communicate effectively with renters.
- Will collect any outstanding fees.
- Will inspect the site after each rental to insure it is clean and damage did not occur.
- Will be on hand to help in answering questions about set-up.
- Will read and understand all policies and procedures for rentals at the Gardens in order to interpret to the renter effectively.
- Will be onsite during the entire duration of the rental.
- Will understand security and safety procedures.
- Will communicate with the Rental Coordinator as needed to insure a positive experience for the renters.
- Will conduct as needed task while onsite. These tasks could include physical work.

Qualifications and Experience

- Friendly and personable.
- Demonstrated ability to solve problems creatively.
- Ability to work independently.
- Capacity to work easily and effectively with a wide range of people.
- Interest, understanding and commitment to the Monk Botanical Garden's mission and vision.
- Ability to flexible hours when needed, including weekends and evenings.
- Must possess a valid driver's license.

This position will report to the Executive Director.

Compensation

This is a part time, as needed position. Hours will vary. \$10/hour.

To Apply: Send a resume and 3 references to info@monkgardens.org.