

THE VILLAGE ASSOCIATIONS OF COLUMBIA
POSITION DESCRIPTION



Position Title	Facility Assistant (Fri/Sat/Sun)
Village	Oakland Mills
Full-Time or Part-Time	Part-Time
Starting Salary	\$16.00/hour

Village Mission

To organize and operate a non-profit civic organization, which shall be organized and operated exclusively for the promotion of health, safety, common good and social welfare of the owners of property in, and the residents of the Village of Oakland Mills in Columbia, Maryland.

Position Summary

The Facility Assistant (Friday/Saturday/Sunday) acts as the sole staff member responsible for weekend rental events with up to 175 guests at the Other Barn in Columbia, MD. Individual must be available to work Friday (beginning at 4pm), Saturday, and Sunday shifts dependent upon rental schedule. Individual may be asked to work weeknights, as needed. Individual must be able to commit to working at least 2 weekends per month, and/or at least 50% of available shifts per month. As a condition of employment individual must agree to Personal Background Check, become AED/CPR Certified and successfully complete Crowd Management Training.

Responsibilities

Special Events/Meetings

- Acts as sole staff member responsible for weekend and evening events
- Ensures compliance with policies and procedures regarding facility use
- Documents all emergencies or other incidents
- Assists other staff and community residents during facility use for a variety of functions, including social, educational, and recreational events

Administrative Support/Building Maintenance

- Opens and closes the facility
- Ensures equipment is operational
- Troubleshoots and reports issues to the Village Manager and/or Facility & Rental Coordinator in a timely manner
- Greets visitors
- Responds to inquiries regarding facility equipment, policies and procedures
- Understands and communicates facility and client requests in an efficient and professional manner
- Communicates with Village employees and participates in staff meetings (if requested)

Qualifications

- High school diploma or G.E.D. required
- 21 years of age or older
- 6 months+ of previous work experience, preferably in a customer service environment
- AED/CPR certified or become certified as a condition of employment
- Crowd Management Certification or become certified as a condition of employment
- Ability to act as a representative of the Village to the public
- Knowledge of all equipment and operation thereof
- Ability to trouble-shoot and handle problems and emergencies that occur

- Customer service skills
- Experience reading maps and floor plans
- Experience setting-up and operating audio-visual equipment
- Ability to gain thorough knowledge of Village policies, practices and procedures
- Ability to work flexible hours, particularly on evenings or weekends
- Ability to read and follow written and verbal instructions

ADA Requirements

This job operates in a services environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires the ability to walk up and down stairs
- Basic math skills needed to add, subtract, divide, and multiply
- Must be able to read floor plans and diagrams
- Must be able to set-up and move tables, chairs, and other facility equipment
- Must be able to operate and lift A-V equipment
- Required to provide light cleaning as necessary
- Adequate close vision to see that an area has been properly cleaned
- Ability to lift up to 50 pounds

DISCLAIMER: This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Revision Date: February 2025