



JVOA Position Description:

Clubhouse Reservation Coordinator

Role and Responsibilities

The Clubhouse Reservation Coordinator maintains the reservation calendar and inspects the clubhouse after a private event to ensure that the clubhouse is returned to its original state.

Term of Office

The Clubhouse Reservation Coordinator is appointed by the Board and holds the position for the term of one year.

Specific Responsibilities

- Receive reservation request forms
- Verify the day and time is available
- Enter the reservation into the calendar
- Return signed reservation form back to requestor
- Meet with the requestor prior to the event to familiarize them with the clubhouse and cleaning supplies (if needed)
- Unlock and lock the parking lot gate the day of the event (if needed)
- Verify that the clubhouse is returned to its original state within 24 hours

Desired Skills

- Excellent communication skills
- Ability to use an electronic calendar and e-mail
- Attention to detail