



2024 JOB POSTING

Part-time Field Scheduler

JOB SUMMARY: West Bloomfield Parks and Recreation Commission is filling a part-time field scheduler role to perform a variety of tasks involved with maintaining, organizing, and scheduling all field usage. This can include field rentals for practice, games, and tournaments related to soccer, cricket, baseball, and softball. Field scheduler will be the main contact for rentals, therefore must be comfortable with over the phone and email customer service. Must be able to problem solve and adjust field usage changes due to inclement weather

HOURS: Part-time and not to exceed 25 hours per week. Monday through Friday, Hours can range between 7am through 5pm but will be scheduled in advance. Schedule may be altered during high volume months (February - October) to meet the demand.

QUALIFICATIONS:

- High School Diploma or equivalent
- Valid Driver's License
- Experience working with the public is preferred

HOURLY RATE: \$16.39 - \$18.30 per hour

START DATE: Early 2025, exact date unknown at this time; applications reviewed on a rolling basis

TO APPLY: To be considered for this position, please submit a completed application and resume.

HR Department
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Applications are available at West Bloomfield Parks or download a copy online at wbparks.org/employment.



Job Description

Job Title: Field Scheduler

Department: Parks

FLSA Status: Non-Exempt

Pay Grade: PT2

Position Description Summary: The field scheduler position will be responsible for maintaining, organizing, and scheduling all field usage. This can include field rentals for practice, games, and tournaments related to soccer, cricket, baseball, and softball. Field scheduler must be able to clearly and appropriately communicate with internal staff and external patrons and customers. Field scheduler will be the main contact for rentals, therefore must be comfortable with over the phone and email customer service. Must be able to problem solve and adjust field usage changes due to inclement weather.

Working Hours: Part-time and not to exceed 25 hours per week. Monday through Friday, Hours can range between 7am through 5pm but will be scheduled in advance. Schedule may be altered during high volume months (February - October) to meet the demand.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Maintains and organizes on-going field reservations.
- Maintains accessible working schedule so administrative tasks are completed in a timely manner and records are update to date each week.
- Communicates with assigned contacts to confirm field rental reservations via phone and email. Must be able to follow up on voicemails and emails in a timely manner.
- Enters field rental practices, games, and tournaments into the recreation software program, Xplor.
 - Must be able to export invoices and follow up on unpaid invoices.
 - Must be able to calculate fees.
- Maintains accurate records of field usage, reservations and customer contact information.
- Monitors weather conditions and adjusts field reservations as needed due to inclement weather. Communicates closures or scheduled changes in a timely manner.
- Coordinates with parks maintenance staff to ensure fields are prepared and maintained before field reservations.
- Coordinates with recreation staff to ensure in-house leagues and special events are included in the field scheduling process. Participates in internal planning meetings as needed.

- Enforces field rental policies and fees.
- Provides clear, frequent and quality updates to the Park Operations Manager.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- High School Diploma or equivalent
- Valid Driver's License
- Experience working with the public is preferred

Knowledge, Skills and Abilities:

- Strong written and oral communication skills.
- Ability to work in a fast paced environment and ability to multi-task of multiple projects and in multiple programs
- Ability to learn and be an expert using our recreation software, Xplor.
- Must be proficient in the Microsoft Suite including but not limited to Outlook, Word, Excel, PowerPoint and Publisher.
- Must be able to type quickly and accurately.
- Ability to express ideas clearly and express concerns or needs.
- Ability to handle questions, complaints and concerns from the public and from employees in a professional manner.
- Must be productive, courteous, flexible, resourceful and creative as well as have effective people skills.
- Ability to organize small projects and able to work independently, as well as with a team.
- Ability to exercise mature judgment and initiative in analyzing programs and recommending solutions.
- Ability to read and interpret data, information, and documents
- Must be able to learn and apply new information
- Must be able to interact with members of the public and staff
- Must be professional in appearance and wear supplied uniform; WBPRC T-shirt and Hi-Vis Safety vest (if needed).

Equipment, Machinery, Tools and Vehicles Used:

Office equipment, such as: computer, copier, stapler, hole punch, laminator, etc.

Physical Demands:

This position is primarily an office position therefore must be able to sit for long periods of time at a computer station, typing, and making phone calls. Must be able to lift 25 pounds.

Working Conditions:

Must be able to work in a fast paced environment and be able to meet various deadlines. May be exposed to extreme heat or cold when occasional field time is required.

Benefits:

This position is ineligible for any benefits.

Reporting Relationships:

A person in this position will report to the Parks Operations Manager.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Executive Director Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.