



Community of Christ

Onset Campgrounds Position Description

Date	January 2023
Title	Rentals Manager
Education Requirements	High school or equivalent
Experience Required/Desired	At least one year of property management and/or housekeeping experience, or experience running an Airbnb (Preferred).
Immediate Supervisor	Rentals Committee Chair
Employment Status	<input type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <i>List hours per week: 24 hours per week</i> <input checked="" type="checkbox"/> Part Time (under 20 hours per week) <p>This is a part-time hourly position. The Rentals Manager may set their own schedule, not to exceed 19 hours per week (without written authorized approval) but must be willing to take calls and respond to emails evenings, weekends, and holidays.</p>

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	The Onset Rentals Manager is responsible for managing all aspects of the Community of Christ-owned, Onset Board of Trustees-managed rental facilities on the campgrounds according to established policies and procedures. These include the Muddy Cove Retreat Center units, hutments, the Roberts House, campsites, tabernacle, recreation center and kitchen, and youth chapel, as well as five apartments.
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ul style="list-style-type: none"> • Handle all check-ins and check-outs from all overnight and group rental facilities per established policies and procedures, including any COVID-19 restrictions. • Monitor the condition of all rental facilities (listed above) and inform the Maintenance Supervisor of problems and needed repairs. • Be available (by phone, email and/or in person) to answer questions and concerns of renters and to respond to emergency situations, including power outages, hot water issues, etc. • Clean, or schedule housekeeper to clean, short-term rental units and group facilities between reservations, following established cleaning procedures. • Handle long term rental paperwork as directed by Rentals Committee Chair. • Report hours weekly to supervisor

<p>Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<ul style="list-style-type: none"> • Resident of the Onset Campgrounds strongly preferred. Must be within 10 miles of campgrounds. • Excellent customer service/ communication skills • Ability to use email • Ability to keep track of reservations pending and booked, preventing double-booking and ensuring accommodations are ready for guests on dates reserved • Demonstrated proficiency at housekeeping • Ability to work independently, handling multiple tasks while also being willing to take direction and follow through as directed when needed • Problem-solving skills • Positive attitude • Self-motivated and willing to step in and help wherever necessary • Manual dexterity. Frequent bending, stooping, squatting, crawling, and climbing activities. Lifting and carrying of bulky or heavy items may be required
<p>Supervisory Responsibility</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please say how many staff and what positions are being supervised. Supervise 1-2 housekeepers and/or volunteers.</p>
<p>Other Duties</p>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary. These may include administrative duties such as handling mail, depositing and recording payments, etc.</p>
<p>Registered Youth Worker/Anti-Harassment Training</p>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date. Anti-harassment training will also be required within 30 days of hire and then required annually.</p>
<p>Pay Rate</p>	<p>Click here to enter text.</p>
<p>Ministerial Status <i>(to be determined by Human Resource Ministries)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Overtime Status <i>(to be determined by Human Resource Ministries)</i></p>	<p><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt</p>



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This job description is approved by the following:

Printed Name	Signature	Date
Mission Center President		
Mission Center Financial Officer		
Immediate Supervisor (if different)		
<i>Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.</i>		
Employee		