White Settlement ISD **Facility Coordinator**

Job Title: Facilities Coordinator

Reports to: Assistant Superintendent of Finance & Operations

Dept/School: Finance and Operations

Primary Purpose:

Schedule all events in District Facilities
Coordinate the district's Coke account
Marketing of Stadium Scoreboard/Banners

Qualifications:

Education/Certification:
Bachelor's degree from accredited university

Special Knowledge/Skills:
Skilled in the use of Eduphoria

Major Responsibilities and Duties:

1. **Facility Rentals:**
    a. Act as main point of contact for outside group facility rental.
    b. Ensure event request meets district requirements and that all paperwork is filled out accurately. (Online application, COI, etc…)
    c. Act as a liaison between Facility Use Applicant, Campus Personnel, and Custodial Personnel involved in the event. Send notification of events, special requests, and reminders to applicant and district personnel as date nears.
    d. Generate and send invoices and ensure payment is received by the district in a timely manner.
    e. Maintain detailed records of each applicant for future reference and audit purposes.
    f. Schedule all UIL playoff events, ensuring that UIL rules and regulations are followed.
2. **Coke**
    a. Manage the district's Coke account.
    b. Act as the main point of contact for all Coke customers in the district.
    c. Work as a liaison for deliveries for both schools and booster clubs.

3. **Marketing**
    a. Assist in the securing of advertising and sponsorship of district facilities, including Stadium Scoreboard and banners for various athletic facilities.
    b. Generate and send invoices to advertisers to ensure timely payments of advertising contracts.

4. **Additional Responsibilities**
    a. Work in all areas of Stadium Management.
    b. Work with Technology to update all forms related to facilities on website.
    c. Work closely with GCA including attendance of monthly meetings and review of monthly invoices to ensure accuracy.
    d. Work with booster clubs to ensure their facility needs are met.