

Volunteer Role Description

Position	Hall Hire Assistant Coordinator
Portfolio	Finance
Supervisor/Mentor	Treasurer

Purpose of the Role

Gecko Environment Council's hall is available for hire by various businesses and organisations, including internal Gecko events.

The Hall Hire Coordinator/Assistant has to be able to follow hall hire procedures in a professional manner.

Tasks and Duties

- Maintain and create systems to ensure that volunteers and staff can follow hall hire procedures. Update Hall Hire Guide as required.
- Ensure that front desk volunteers are aware and follow hall hire procedures.
- Fill in Hall Hire Enquiries Forms with potential hall hirer's details.
- Record all bookings into the hall hire (office) calendar, e.g. time, intended use, contact details; include additional notes in comments section.
- Set reminders in hall hire calendar (key, insurance, pay).
- Send out Agreement form, introductory letter and Price list to enquiries.
- Check ID, Indemnity Insurance details and filled agreement form.
- File Hall Hire Agreements and documentation in appropriate folders and lock.
- Check hall hire payments and insurances are up to date and send out reminders if necessary.
- Maintain records of accounts paid for the treasurer in collaboration with the bookkeeper. Use SharePoint Excel and the Hall Hire Receipt book.
- Create key-codes for hall entry and maintain log. Send key-codes with instructions of use to hall hirers before their booking date. Delete key-codes when no longer needed.
- Send out survey.
- Create weekly hall hire activity sheet to display on hall notice board, and on the Gecko website under Hall Hire.
- Maintain hard copy hall hirer files. Archive past hall hirers documents.
- Save all emails in appropriate outlook folders and maintain folders and create new ones if required.
- Liaise with House Care re hall maintenance issues.
- Advertise hall hire on social media and community papers.
- Liaise with gecko staff re internal hall bookings.

Estimated Hours

4 Hours week, preferably Friday from 10am to 2pm.

Required/Desired Skills

Good bubbly telephone manner with people skills and knowledge of SharePoint, Excel, Microsoft and Outlook.

Required/Desired Experience

Most of our hall hire clients' use the hall for their business events, and it is of vital importance that all hall hire procedures are carried out in a professional conduct. The assistant will work with the coordinator during training.