



## **Outfield Coordinator Position Description**

**Reports to:** Property Manager  
**Supervises:** No direct reports. Works laterally with other property employees to ensure necessary tasks are completed.  
**Compensation:** Non-Exempt / hourly. Position is eligible for overtime. Gillespie Group requires a background and drug screen as a condition of employment. A valid driving license and current automobile insurance is required. Position requires individuals to furnish their own vehicle to fulfill all of the job's functions.

### **Qualifications:**

1. **Education:** No specific level of education is required. However, the position does require the ability to read and write English fluently, and the ability to perform basic to intermediate mathematical functions.
2. **Experience\*:** Generally, no previous work or property management experience is required.
3. **Skills\*:** The position requires the ability to work well with people and ensure guests are safe, informed and have their needs met.

In addition, the position requires the following:

- Professional image
  - Outgoing and personable
  - Good organizational skills
  - Good verbal skills
  - Strong customer service representation
  - Self-Starter
  - Ability to read and write English fluently
4. **Attendance:** Position requires the ability to work any of the seven days of the week, 52 weeks of the year, especially during evenings and weekends as this is when events typically occur.

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5. Equipment:

- a) Position requires individuals to furnish their own vehicle. Individuals must have the ability to drive without jeopardizing their safety or that of prospects, residents or fellow employees.
- b) Position requires the ability to answer telephones, clearly respond to inquiries and produce messages.
- c) Position requires the ability to enter data into a computer and generate printed reports
- d) Position requires individual to wear appropriate property management career apparel.

**Essential Job Functions:**

1. Open Game Day Viewing Area by: turning on TV's, radio, making sure space is clean, bathrooms are stocked, lights on and windows are cleaned and open if weather permits.
2. Greet representative/guest(s) who reserve the space, give them a brief introduction of the venue, rules and regulations and show entry/exit of building
3. Monitor event through regular check ins and touching base with representative/guest.
4. Close Game Day Viewing Area by shutting everything down, trash taken to dumpster, all personal items removed if any were left, lock windows and doors.
5. Misc. Office Duties: be able to take and process work orders in MRI
  - Give general leasing information
  - Data entry in MRI
  - Resident Relations such as re-filling Starbucks machine and general hallway/building inspections, filing of paperwork, phone calls.
6. Maintain thorough product knowledge of properties assigned (The Outfield Lofts, Marketplace and Stadium District) and that of major competition through site visits/tours and telephone surveys.

**FAIR HOUSING ACT ("FHA") / ANTI-DISCRIMINATORY LAWS & ORDINANCES:**

Under the FHA, state laws and many local ordinances, no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain to occur in the ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and

the Associate shall be compensated for the time either attending such training in person or via online courses.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

**SIGNATURES:**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.*

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