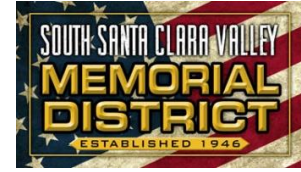




74 West Sixth Street #A, Gilroy, CA 95020  
408.842.3838  
[www.GilroyVeteransHall.org](http://www.GilroyVeteransHall.org)  
[www.sscvMemorialDistrict.org](http://www.sscvMemorialDistrict.org)



---

## South Santa Clara Valley Memorial District

### Job Description

**Title:** RENTAL MANAGER

**Reports to:** Executive Director

**Status:** Non-exempt, part-time

**Location:** Gilroy, CA

**Hourly rate:** \$22- \$25 per hour

**Hours:** 10-20 per week

### OVERVIEW:

Show your patriotism and work part-time at the Gilroy Veterans Hall, a quality, first-class event venue for all active duty and veterans of the armed services, as well as civilians in the community. The South Santa Clara Valley Memorial District (SSCVMD), owner and operator of the Hall, is seeking qualified candidates for Rental Manager. The Hall hosts parties, memorials, meetings and other events for veterans and the general community.

Great part-time or secondary job with a combination of flexible hours and scheduled events which may occur on any day of the week. Qualified candidates must be 21 years or older and will be required to pass a background check upon contingent hiring. Hourly rate is \$22 - \$25 for 15-20 hours per week, depending on experience and qualifications. SSCVMD is an Equal Opportunity Employer. Proof of eligibility for employment required upon hire.

### ESSENTIAL JOB FUNCTIONS:

- Meet with renters to set up rental agreements, collect fees and necessary documentation
- Coordinate schedule with event and bar staff
- Work with renters to ensure all requests are met during events
- Ensure the day-of-the event goes smoothly, including communicating with renter and bar tenders
- Staff events on occasion
- Coordinate occasional Veterans Hall events for veterans
- Communicate any areas of need, problems and concerns from a guest to the Executive Director and/or Maintenance Manager
- Handle set up or tear down of tables and chairs, on occasion
- Must be able to lift up to 50lbs
- Must be available to work weekdays and some weekends for events
- Coordinate marketing and social media of Veterans Hall

- Provide key assistance to Executive Director
- Must be punctual and reliable
- Maintain high standards for safety and cleanliness in all areas of the property

### **REQUIRED EDUCATION, KNOWLEDGE, SKILLS AND COMPETENCES:**

- Must be able to communicate clearly in English (bilingual applicants encouraged).
- Basic computer knowledge (Word, Excel, etc.)
- Being a team player is essential
- Must possess superior hospitality, organizational, time management and customer service skills.
- Ability to effectively deal with guests, some of whom will require high levels of patience, tact and diplomacy to defuse anger, collect accurate information and resolve conflicts.
- Problem solving skills and deductive reasoning abilities
- Maintain a professional, neat and well-groomed appearance.
- Ability to work independently
- Must have earned a high school diploma.
- At least one prior year of experience providing event management, office manager, etc.

### **INSTRUCTIONS**

Download a General Application at <https://www.sscvmemorialdistrict.org/the-district> under Job Openings and email a completed application to [sscvmd@gmail.com](mailto:sscvmd@gmail.com). We will review your application and contact you on the status of your application.

*Applicants with disabilities may contact the South Santa Clara Valley Memorial District Executive Director via telephone, e-mail, and other means to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact the Executive Director at 408.842-3838 or [sscvmd@gmail.com](mailto:sscvmd@gmail.com).*