



Position Description - Reservation Coordinator

Reports To: Operations Manager
Classification: Part-Time (approximately 20 hours per week)

Position Summary: The Reservation Coordinator is responsible for providing administrative support to all management and staff; as well as bookkeeping, filing, reservations and maintaining office systems.

Essential Job Responsibilities :

- General administrative tasks including answering the phone, filing, sorting incoming mail, preparing outgoing mail.
- Maintain the reservation master calendar, schedule field trips, private events and birthday parties; facilitate space rental registration and execution.
- Communicate Building for Kids guidelines and expectations to groups to ensure a positive visit.
- Collect payments for bookings and reservations.
- Create online reservation forms for programs and events. Prep registration materials for attendees.
- Provide data analysis reports including but not limited to memberships, birthday party, field trip reservations and special event attendance.
- Update and maintain mailing lists.
- Assist with various program and special event operations.
- Perform other duties as assigned.

Qualifications – The ideal candidate will have:

- Experience in cash handling and data entry.
- Knowledge of Altru point-of-sales computer system
- Basic knowledge of Microsoft office suite
- Commitment to excellent customer service and teamwork.
- Experience working or volunteering directly with children/families in an educational or professional setting.

Application - Please submit a brief cover letter with your resume to:

LoriAnn Trelka
Building for Kids Children's Museum
ltrelka@buildingforkids.org

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