



(CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL)



## POSITION | Rentals & Events Set-Up Coordinator (Full Time Hourly)

### POSITION DESCRIPTION

The Rentals & Events Set-Up Coordinator works collaboratively with all JUMP Team members to build and sustain a strong team culture at JUMP that supports the JUMP mission. Reporting to the Rentals & Events Manager, this individual will coordinate the set-up and break-down of all JUMP spaces in preparation for client events as well as JUMP programs and events. The Rentals & Events Set-Up Coordinator serves as the primary conduit between the Rentals & Events Team, Facilities Team, and Catering Department to ensure proper and timely set-up/tear-down and cleaning of all tables, chairs, furniture, stages, and other equipment as necessary.

### EVENT COORDINATION DUTIES AND RESPONSIBILITIES

- Work closely with the Rentals & Events Team and other JUMP Event Leads to establish the proper layout for an event and provide quality and timely set-up and teardown support for the event.
- Develop a weekly/bi-weekly set-up/tear down schedule and coordinate with other set-up team members to ensure adequate support for every event.
- Oversee the event layout and proper execution of the layout (excluding the AV/IT equipment), which will entail coordinating with the Rentals & Events Team and various JUMP departments and contractors such as TCM and AMS Janitorial to provide a quality, professional event space.
- Provide logistical support for both client events and JUMP-hosted programs and events, which may require real-time assistance with set-up and/or operations of the event and/or helping with decorations and last-minute event needs.
- Work with the Rentals & Events Team and TCM to develop an effective process for linens that strives to ensure an ample supply and access to the linens for last-minute requests.

### FACILITIES DUTIES AND RESPONSIBILITIES

- Assist with maintenance of the physical JUMP building and grounds and perform miscellaneous cleaning and special facilities projects as time allows.
- Continually strive to maintain an orderly and tidy appearance of all JUMP spaces, when in use as well as vacant. This includes keeping the furniture and pillows arranged and organized in a useful manner and cleaning the spaces, furniture, and amenities as necessary.
- Assist with the proper storage of event supplies/equipment and storage space organization to ensure event and storage spaces are maintained to a standard for uniformity.
- Comply with all JUMP policies and the Occupational Safety and Health Administration rules (OSHA) while carrying out maintenance functions.

## REQUIRED QUALIFICATIONS

- Communicates well and works effectively with a team and diverse group of individuals.
- Exceptionally organized with the ability to multitask and prioritize a fluctuating daily workload.
- Enjoys working in a fast-paced, high energy, and positive environment.
- Able to move and lift heavy objects and perform physically demanding work.
- Ability to prioritize and implement safe work practices.
- Willing to work nights and weekends as needed.
- Ability to effectively adapt and be flexible in an ever-changing entrepreneurial environment.
- High school diploma or equivalent.

## PREFERRED QUALIFICATIONS

- Scissor-lift certified.
- Understanding of Emergency Procedures in all layouts and situations.
- Working knowledge of OSHA or willing to become familiar with OSHA as a condition of employment.

**DISCLAIMER** | JUMP is a non-profit entrepreneurial organization; consequently, the position description listed above has been written to indicate the overall nature, essential duties, and responsibilities of the work to be performed. It may not contain a comprehensive record of all duties, responsibilities, and qualifications required as it is highly likely the job structure will evolve.

**TO APPLY** | Please submit a current resume and cover letter along with a completed JUMP application (located on our website at [JUMPBoise.org](http://JUMPBoise.org) <http://jumpboise.org/careers>) to [careers@jumpboise.org](mailto:careers@jumpboise.org) with the position title in the subject line or by mail to 1000 West Myrtle Street, Boise, Idaho 83702. Resumes without a completed application may not be reviewed for employment. If you have any questions, please e-mail us at [careers@jumpboise.org](mailto:careers@jumpboise.org).