



## ALLIANCE FIRE AND RESCUE SERVICES INC.

### APPLICATION FOR AFRS Rental Manager

NAME \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

SSN: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

EMPLOYER CITY, STATE, ZIP CODE: \_\_\_\_\_

What administrative positions have you held in the past?

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How many hours per month can you devote to the AFRS for part time employment?  
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Will you have issues completing the position chores as described in the job description?  
\_\_\_\_\_

**Please provide a statement of your understanding of our organization's mission:**

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**REFERENCES: Please provide two personal and three professional references. (Contact information including name, phone number and email address.)**

**Personal:** \_\_\_\_\_

**Personal:** \_\_\_\_\_

**Professional:** \_\_\_\_\_

**Professional:** \_\_\_\_\_

**Professional:** \_\_\_\_\_

**Are you able to schedule an interview between in the evening? What dates and times would be best in your schedule? \_\_\_\_ YES \_\_\_\_ NO**

**Dates & Times** \_\_\_\_\_

Please provide this application with a cover letter, resume or outline of your work experiences, and documents identifying all required certifications, credentials, and training, no later than June 2<sup>nd</sup>, 2022 to the President, Alliance Fire and Rescue Services, Inc; 201 W. Broadway, Red Lion, PA 17356. Emailed applications are preferred to President@alliancefireandrescue.org

**MISSION STATEMENT:**

**The Mission of Alliance Fire and Rescue Services, Inc., working as one with the highest level of training and professionalism, is to preserve life, property, and the environment by providing protection and safety to the community.**

**The attached application and documents are a true and complete representation of my work and any volunteer history, and other personal information as requested for the position I am applying for within Alliance Fire and Rescue Services, Inc. I understand that by submitting this application for review, I am not provided any guarantee by AFRS for engagement in any position or the promise of an interview.**

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**Signature**

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**Date**

**All Position Requirements are detailed below and are part of the Alliance Fire and Rescue Services, Inc. Standard Operating Guidelines. A copy of the “SOG’s” can be provided on request.**

The position of Rental Manager is a part time employment opportunity in which those holding the Rental Manager position are compensated for their acquired skill sets and labor, as set forth below.

**Duties and Responsibilities:**

- To retrieve all mail and hand out twice a week minimum
- To answer and respond to all phone messages about rentals or to reroute any general
- To meet with prospective renters at Leo and Fireside to showcase the grounds/facilities.
- To formalize all written rental agreements for either venue with the renter to hold the date they are looking for.
- To accept security deposits with the written contract to hold the date and place into escrow.
- To accept and process final payment prior to any event at any location.
- To keep individual files of each rental and keep the contract terms updated.
- To keep updated the company Google Calendar of rental events internal/external.
- To ensure doors are unlocked and relocked at scheduled times requested.
- To process with the Finance Department the return of full or partial security deposit payments based on how the renter leaves our facilities or grounds.
- To attend the Monthly Meeting to give a report of what was worked on last month and bring us up to date on month upcoming and what will be needed.
- To assist with setting up and decorating for the Company Annual Banquet.
- To give feedback of the written rental agreement as this position is the one that uses the living document and can give reason to modify or update language within to meet renting needs.
- To assist the President with any additional task as time permits.
- Stays in constant communication with Rental Committee on upcoming events and needs of those events, Both my phone calls and group email.
- Sends Rental Committee Chairperson the next month update on what will be needed as far as tables, chairs, doors. Attends all Rental Committee meetings to keep abreast of what is being worked on as this person is the face of our Rentals.

## **Professional Requirements:**

- Current Class C Driver's License
- Personal Vehicle with Valid Insurance
- Clean PA Background Check
- Clear Childline Check
- Experience with Microsoft Word
- Experience with Microsoft Excel
- Experience with Google Docs
- Experience with Google Email
- Excellent Communications Skills
- Excellent Organizational Skills
- An Open and Creative Mind

## **Physical Requirements:**

- ❖ Ability to lift 50 lbs. unassisted
- ❖ Must be able to lift, push, pull, drag, sit and kneel

## **Work Hours:**

- ❖ Nights and Weekends
- ❖ As requested, authorized by the President
- ❖ Potential expansion in the unforeseen future

### **EQUAL OPPORTUNITY EMPLOYER**

Alliance Fire and Rescue Services Inc. is an equal opportunity employer, and its human resources practice is to provide equal opportunity to all qualified volunteer staff and applicants without regard to race, color, age, religion, sex, sexual orientation, gender identity or expression, marital status, citizenship, national origin or ancestry, ethnicity, disability, or veteran status as covered under the Uniformed Services Employment and Re-employment Rights Act and in accordance with applicable state and federal laws. AFRS, Inc. will apply the same principles to volunteer staff as to employed staff.